

PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS
REGULAR MEETING, MAY 18, 2016

Pursuant to Section 19.84 and 59.14, Wis. Stats., notice is hereby given to the public that the Regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** was held on **Wednesday, May 18, 2016 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson Street, Green Bay, Wisconsin.

The following matters will be considered:

Call to order.

Invocation.

Pledge of Allegiance.

Opening Roll Call:

Present: Sieber, De Wane, Nicholson, Hoyer, Lefebvre, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, Brusky, Kaster, Van Dyck, Linssen, Kneiszel, Clancy, Campbell, Moynihan, Blom, Schadewald, Lund, Becker

Excused: Gruszynski, Katers

Total Present: 24 Total Excused: 2

No. 1 -- ADOPTION OF AGENDA.

Board Chairman Moynihan amended the agenda to strike item #11a and item #11b (Open/Closed Session regarding discussion with action re: process to sell 20 Brown County Owned parcels obtained by foreclosure 4/14/16) and to move item #10d (Initial Resolution Authorizing the Issuance of Not to Exceed \$7,135,000 General Obligation Corporate Purpose Bonds of Brown County, WI in One or More Series at One or More Times), item #11c, #11d, #11e (Open/Closed Session regarding discussion and possible action regarding convening in closed session to discuss the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel department) after item #1.

A motion was made by Supervisor Evans and seconded by Supervisor De Wane **“to approve amended agenda”**. Voice vote taken. Motion carried with one nay vote by Supervisor Van Dyck.

(Item #10d taken out of order at this time.)

No. 10d -- INITIAL RESOLUTIONS AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$7,135,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS OF BROWN COUNTY, WISCONSIN IN ONE OR MORE SERIES AT ONE OR MORE TIMES

TO: THE HONORABLE CHAIRMAN AND MEMBERS OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

General Obligation Bonds
In an Amount Not to Exceed
\$6,910,000

BE IT RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$6,799,101 for the purpose of paying the costs of highway improvements and bridge repairs, including but not limited to CTH ZZ (at Meadowlark); CTH N (Bascom Way to Spartan Road); CTH YY (Holgrem Way to Ashland Avenue); CTH X (Wisconsin Central Ltd. Railroad); CTH EB (CTH G to STH 172); CTH EB (STH 54 to STH 29); CTH HS/Velp Avenue (Riverview to Glendale); CTH A (CTH I to Church Road); CTH IR (CTH B to Quietwood Trail); CTH D (Barrington Drive to Red Maple Road); and CTH T (WI Central RR to STH 54); and up to \$110,899 in associated debt issuance expenses for a total not to exceed \$6,910,000.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such construction shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

Initial Resolution Authorizing
General Obligation Bonds
In an Amount Not to Exceed
\$225,000

BE IT RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, General Obligation Bonds in an amount not to exceed \$219,696 for the purpose of paying the costs of technology services upgrades consisting of jail and jail work release center video surveillance system replacement and up to \$5,304 in associated debt issuance expenses for a total not to exceed \$225,000.

BE IT FURTHER RESOLVED, by the Board of Supervisors of Brown County, Wisconsin, that change orders in excess of \$10,000 or 25% of the contract price, whichever is less, for such technology systems infrastructure shall be submitted to the appropriate oversight committee of the Board of Supervisors of Brown County for prior approval.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the bonds shall be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the bonds as may have been received and take action thereon.

BE IT FURTHER RESOLVED, by the County Board of Supervisors of Brown County, Wisconsin, that the Finance Director (in consultation with the County's financial advisor) shall also cause Official Notices of Sale to be prepared and distributed and may prepare or cause to be prepared and distributed Preliminary Official Statements or other forms of offering circulars.

BE IT FURTHER RESOLVED by the County Board of Supervisors of Brown County, Wisconsin, that the County shall make expenditures as needed from its funds on hand to pay the costs of the above-approved projects until bond proceeds which may be issued in the maximum principal amount of \$7,135,000 become available. The County hereby officially declares its intent under Treasury Regulation Section 1.150-2 to reimburse said expenditures with proceeds of the bonds.

Adopted: May 18, 2016

Respectfully submitted,

BROWN COUNTY BOARD OF SUPERVISORS
EXECUTIVE COMMITTEE
ADMINISTRATION COMMITTEE
PLANNING, DEVELOPMENT & TRANSPORTATION
COMMITTEE
PUBLIC SAFETY COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 05/25/16

Fiscal Note: *This resolution does not require an appropriation from the general fund. \$96,300.00 was included in the 2016 Debt Service budget for the interest payment on this bond.*

Brian from Public Financial Management, Inc. explained the process for bonding to the Board and presented a detailed Pre-Sale Discussion report on the \$7,135,000 General Obligation Corporate Purpose Bonds.

A motion was made by Supervisor De Wane and seconded by Supervisor Nicholson **“to adopt”**. Roll call vote taken.

Roll call vote:

Ayes: Sieber, De Wane, Nicholson, Hoyer, Lefebvre, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, Brusky, Kaster, Linssen, Kneiszel, Clancy, Campbell, Moynihan, Blom, Schadewald, Lund, Becker

Nayes: Van Dyck

Excused: Gruszynski, Katers

Total Ayes: 23 Total Nayes: 1 Total Excused: 2

Motion carried.

ATTACHMENTS TO RESOLUTION 10d

ON THE FOLLOWING PAGES

SOURCES AND USES OF FUNDS

Brown County, WI
G.O. Bonds, Series 2016A
DRAFT - For POS

Dated Date 07/01/2016
Delivery Date 07/01/2016

Sources:	Public Safety Projects (8-year)	Highway Projects (20-year)	Total
Bond Proceeds:			
Par Amount	225,000.00	6,910,000.00	7,135,000.00
	225,000.00	6,910,000.00	7,135,000.00
Uses:	Public Safety Projects (8-year)	Highway Projects (20-year)	Total
Project Fund Deposits:			
Public Safety Projects	219,696.00		219,696.00
Highway Projects		6,799,101.00	6,799,101.00
	219,696.00	6,799,101.00	7,018,797.00
Delivery Date Expenses:			
Cost of Issuance	1,283.08	39,404.92	40,688.00
Underwriter's Discount	2,250.00	69,100.00	71,350.00
	3,533.08	108,504.92	112,038.00
Other Uses of Funds:			
Additional Proceeds	1,770.92	2,394.08	4,165.00
	225,000.00	6,910,000.00	7,135,000.00

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BOND SUMMARY STATISTICS

Brown County, WI
G.O. Bonds, Series 2016A
DRAFT - For POS

Dated Date	07/01/2016
Delivery Date	07/01/2016
Last Maturity	11/01/2035
Arbitrage Yield	2.631489%
True Interest Cost (TIC)	2.741616%
Net Interest Cost (NIC)	2.749179%
All-In TIC	2.805120%
Average Coupon	2.656743%
Average Life (years)	10.818
Duration of Issue (years)	9.232
Par Amount	7,135,000.00
Bond Proceeds	7,135,000.00
Total Interest	2,050,695.83
Net Interest	2,122,045.83
Total Debt Service	9,185,695.83
Maximum Annual Debt Service	502,025.00
Average Annual Debt Service	475,122.20
Underwriter's Fees (per \$1000)	
Average Takedown	
Other Fee	10.000000
Total Underwriter's Discount	10.000000
Bid Price	99.000000

Bond Component	Par Value	Price	Average Coupon	Average Life	PV of 1 bp change
Serials	7,135,000.00	100.000	2.657%	10.818	6,395.50
	7,135,000.00			10.818	6,395.50

	TIC	All-In TIC	Arbitrage Yield
Par Value	7,135,000.00	7,135,000.00	7,135,000.00
+ Accrued Interest			
+ Premium (Discount)			
- Underwriter's Discount	-71,350.00	-71,350.00	
- Cost of Issuance Expense		-40,688.00	
- Other Amounts			
Target Value	7,063,650.00	7,022,962.00	7,135,000.00
Target Date	07/01/2016	07/01/2016	07/01/2016
Yield	2.741616%	2.805120%	2.631489%

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BOND PRICING

Brown County, WI
G.O. Bonds, Series 2016A
DRAFT - For POS

Bond Component	Maturity Date	Amount	Rate	Yield	Price
Serials:					
	11/01/2017	325,000	2.000%	2.000%	100.000
	11/01/2018	330,000	2.000%	2.000%	100.000
	11/01/2019	335,000	2.000%	2.000%	100.000
	11/01/2020	345,000	2.000%	2.000%	100.000
	11/01/2021	355,000	2.000%	2.000%	100.000
	11/01/2022	360,000	2.000%	2.000%	100.000
	11/01/2023	365,000	2.000%	2.000%	100.000
	11/01/2024	375,000	2.000%	2.000%	100.000
	11/01/2025	350,000	2.000%	2.000%	100.000
	11/01/2026	355,000	2.250%	2.250%	100.000
	11/01/2027	365,000	2.250%	2.250%	100.000
	11/01/2028	375,000	2.500%	2.500%	100.000
	11/01/2029	380,000	2.500%	2.500%	100.000
	11/01/2030	390,000	2.750%	2.750%	100.000
	11/01/2031	400,000	2.750%	2.750%	100.000
	11/01/2032	415,000	3.000%	3.000%	100.000
	11/01/2033	425,000	3.000%	3.000%	100.000
	11/01/2034	440,000	3.250%	3.250%	100.000
	11/01/2035	450,000	3.250%	3.250%	100.000
		7,135,000			

Dated Date	07/01/2016	
Delivery Date	07/01/2016	
First Coupon	11/01/2016	
Par Amount	7,135,000.00	
Original Issue Discount		
Production	7,135,000.00	100.000000%
Underwriter's Discount	-71,350.00	-1.000000%
Purchase Price	7,063,650.00	99.000000%
Accrued Interest		
Net Proceeds	7,063,650.00	

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BOND DEBT SERVICE

Brown County, WI
G.O. Bonds, Series 2016A
DRAFT - For POS

Period Ending	Principal	Coupon	Interest	Debt Service
11/01/2016			57,908.33	57,908.33
11/01/2017	325,000	2.000%	173,725.00	498,725.00
11/01/2018	330,000	2.000%	167,225.00	497,225.00
11/01/2019	335,000	2.000%	160,625.00	495,625.00
11/01/2020	345,000	2.000%	153,925.00	498,925.00
11/01/2021	355,000	2.000%	147,025.00	502,025.00
11/01/2022	360,000	2.000%	139,925.00	499,925.00
11/01/2023	365,000	2.000%	132,725.00	497,725.00
11/01/2024	375,000	2.000%	125,425.00	500,425.00
11/01/2025	350,000	2.000%	117,925.00	467,925.00
11/01/2026	355,000	2.250%	110,925.00	465,925.00
11/01/2027	365,000	2.250%	102,937.50	467,937.50
11/01/2028	375,000	2.500%	94,725.00	469,725.00
11/01/2029	380,000	2.500%	85,350.00	465,350.00
11/01/2030	390,000	2.750%	75,850.00	465,850.00
11/01/2031	400,000	2.750%	65,125.00	465,125.00
11/01/2032	415,000	3.000%	54,125.00	469,125.00
11/01/2033	425,000	3.000%	41,675.00	466,675.00
11/01/2034	440,000	3.250%	28,925.00	468,925.00
11/01/2035	450,000	3.250%	14,625.00	464,625.00
	7,135,000		2,050,695.83	9,185,695.83

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DETAILED BOND DEBT SERVICE

Brown County, WI
Public Safety Projects (8-year)Serials (2015A)

Period Ending	Principal	Coupon	Interest	Debt Service
11/01/2016			1,500	1,500
11/01/2017	25,000	2.000%	4,500	29,500
11/01/2018	25,000	2.000%	4,000	29,000
11/01/2019	25,000	2.000%	3,500	28,500
11/01/2020	30,000	2.000%	3,000	33,000
11/01/2021	30,000	2.000%	2,400	32,400
11/01/2022	30,000	2.000%	1,800	31,800
11/01/2023	30,000	2.000%	1,200	31,200
11/01/2024	30,000	2.000%	600	30,600
	225,000		22,500	247,500

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DETAILED BOND DEBT SERVICE

Brown County, WI
Highway Projects (20-year)Serials (2015A)

Period Ending	Principal	Coupon	Interest	Debt Service
11/01/2016			56,408.33	56,408.33
11/01/2017	300,000	2.000%	169,225.00	469,225.00
11/01/2018	305,000	2.000%	163,225.00	468,225.00
11/01/2019	310,000	2.000%	157,125.00	467,125.00
11/01/2020	315,000	2.000%	150,925.00	465,925.00
11/01/2021	325,000	2.000%	144,625.00	469,625.00
11/01/2022	330,000	2.000%	138,125.00	468,125.00
11/01/2023	335,000	2.000%	131,525.00	466,525.00
11/01/2024	345,000	2.000%	124,825.00	469,825.00
11/01/2025	350,000	2.000%	117,925.00	467,925.00
11/01/2026	355,000	2.250%	110,925.00	465,925.00
11/01/2027	365,000	2.250%	102,937.50	467,937.50
11/01/2028	375,000	2.500%	94,725.00	469,725.00
11/01/2029	380,000	2.500%	85,350.00	465,350.00
11/01/2030	390,000	2.750%	75,850.00	465,850.00
11/01/2031	400,000	2.750%	65,125.00	465,125.00
11/01/2032	415,000	3.000%	54,125.00	469,125.00
11/01/2033	425,000	3.000%	41,675.00	466,675.00
11/01/2034	440,000	3.250%	28,925.00	468,925.00
11/01/2035	450,000	3.250%	14,625.00	464,625.00
	6,910,000		2,028,195.83	8,938,195.83

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COST OF ISSUANCE

Brown County, WI
G.O. Bonds, Series 2016A
DRAFT - For POS

Cost of Issuance	\$/1000	Amount
Public Financial Management	2.10231	15,000.00
Moody's	1.82200	13,000.00
Whyte Hirschboeck Dudek	1.54170	11,000.00
IPREO	0.14015	1,000.00
Associated (acceptance)	0.04555	325.00
Associated (first year)	0.05088	363.00
	5.70259	40,688.00

10d

Brown County, Wisconsin Pre-Sale Discussion

\$7,135,000 General Obligation Corporate Purpose Bonds, Series 2016A

May 18, 2016



Prepared by
Public Financial Management, Inc.
115 South 84th Street, #315
Milwaukee, Wisconsin 53214
414-771-2700





2016 Capital Projects Borrowing

The proposed 2016 borrowing has two components: (i) highway improvements and bridge repairs, and (ii) jail video system upgrades. Below is the estimated debt service schedules for the 2016A General Obligation Bonds by type. The estimated True Interest Cost is 2.50%.

Year	2016 - Highway Estimate		2016 - Public Safety Estimate		Total - 2016A Bonds	
	Principal	Interest	Principal	Interest	Principal	Total
2016	--	56,878	--	1,513	--	58,391
2017	300,000	169,225	25,000	4,500	325,000	498,725
2018	305,000	163,225	25,000	4,000	330,000	497,225
2019	310,000	157,125	25,000	3,500	335,000	495,625
2020	315,000	150,925	30,000	3,000	345,000	498,925
2021	325,000	144,625	30,000	2,400	355,000	502,025
2022	330,000	138,125	30,000	1,800	360,000	499,925
2023	335,000	131,525	30,000	1,200	365,000	497,725
2024	345,000	124,825	30,000	600	375,000	500,425
2025	350,000	117,925	--	--	350,000	467,925
2026	355,000	110,925	--	--	355,000	465,925
2027	365,000	102,938	--	--	365,000	467,938
2028	375,000	94,725	--	--	375,000	469,725
2029	380,000	85,350	--	--	380,000	465,350
2030	390,000	75,850	--	--	390,000	465,850
2031	400,000	65,125	--	--	400,000	465,125
2032	415,000	54,125	--	--	415,000	469,125
2033	425,000	41,675	--	--	425,000	466,675
2034	440,000	28,925	--	--	440,000	468,925
2035	450,000	14,625	--	--	450,000	464,625
Total	6,910,000	2,028,666	225,000	22,513	7,135,000	9,186,178

Presented to Brown County, WI



Existing Debt by Issue

The County's existing debt as of January 1, 2016 is presented below. Notice the three (3) debt issues that can be refinanced for savings this Fall, and the four (4) "AMT" debt issues that are paid by the Airport.

Date of Issue	Obligation	Amount Issued	Final Maturity	Interest Rates Outstanding	Principal Outstanding	Call Date
06/07/2006	Bonds, Series 2006	\$ 7,125,000	11/01/2021	4.00% - 4.25%	\$ 2,570,000	11/01/2016
07/01/2007	Bonds, Series 2007	9,240,000	11/01/2022	4.00% - 4.10%	4,560,000	11/01/2016
03/01/2008	Bonds, Series 2008B	26,200,000	11/01/2027	3.50% - 5.00%	21,920,000	11/01/2017
04/01/2008	Bonds, Series 2008C	14,950,000	11/01/2018	3.75% - 4.00%	4,095,000	11/01/2016
06/01/2009	Bonds, Series 2009A (BABs)	13,475,000	11/01/2028	3.95% - 5.50%	11,365,000	11/01/2019
07/01/2010	Notes, Series 2010A	15,615,000	11/01/2019	2.00% - 3.25%	6,875,000	None
07/01/2010	Bonds, Series 2010B (BABs)	5,600,000	11/01/2029	4.25% - 5.75%	5,600,000	11/01/2019
12/01/2010	Bonds, Series 2010C (BABs)	4,750,000	11/01/2029	2.30% - 5.20%	3,665,000	11/01/2019
05/01/2011	Bonds, Series 2011A	10,440,000	11/01/2030	3.00% - 4.375%	9,400,000	11/01/2020
06/01/2012	Bonds, Series 2012A	9,215,000	11/01/2031	2.00% - 2.45%	7,765,000	11/01/2021
10/10/2012	Bonds, Series 2012B (AMT)	3,810,000	11/01/2021	2.00% - 2.25%	2,620,000	None
10/10/2012	Bonds, Series 2012C	3,225,000	11/01/2017	2.00%	970,000	None
06/05/2013	Bonds, Series 2013A	6,460,000	11/01/2032	2.00% - 3.00%	6,170,000	11/01/2022
10/9/2013	Bonds, Series 2013B	1,905,000	11/01/2018	0.02	1,170,000	None
10/09/2013	Bonds, Series 2013C (AMT)	3,715,000	11/01/2022	2.00% - 4.00%	2,990,000	None
10/09/2013	Bonds, Series 2013D	9,060,000	11/01/2022	2.00% - 3.20%	7,630,000	None
06/11/2014	Bonds, Series 2014A	5,665,000	11/01/2033	2.00% - 3.30%	5,415,000	11/01/2023
11/30/2014	Bonds, Series 2014B	2,330,000	11/01/2019	0.02	1,905,000	None
11/30/2014	Bonds, Series 2014C (AMT)	4,575,000	11/01/2023	1.00% - 3.00%	4,100,000	None
06/09/2015	Bonds, Series 2015A	7,565,000	11/01/2034	2.00% - 3.00%	7,565,000	11/01/2024
10/07/2015	Bonds, Series 2015B	3,670,000	11/01/2020	2.00%	3,670,000	None
10/07/2015	Bonds, Series 2015C (AMT)	2,875,000	11/01/2024	3.00%	2,875,000	None
Total					\$ 124,895,000	

Presented to Brown County, WI



Existing P&I by Repayment Source

The County's existing principal and interest schedule by repayment source is presented below. Note that Levy supported debt service is reduced by IRS BAB rebates associated with bond issues from 2009 & 2010.

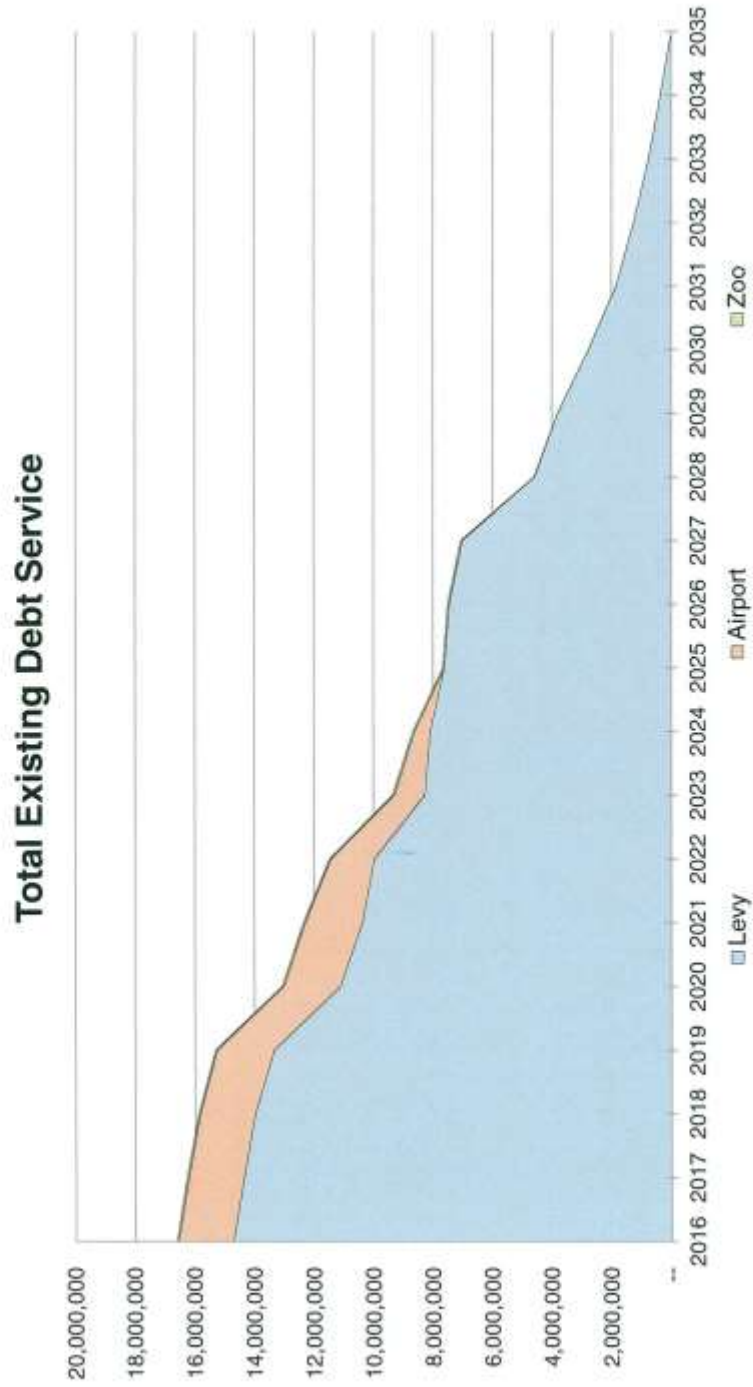
Year	Levy Supported		Airport Supported		Zoo Supported		Total	
	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest
2016	10,636,000	4,079,017	1,490,000	343,900	34,000	26,738	12,160,000	4,449,655
2017	10,575,000	3,782,116	1,540,000	311,050	35,000	25,525	12,150,000	4,118,691
2018	10,489,000	3,486,378	1,560,000	273,950	36,000	24,188	12,085,000	3,784,516
2019	10,203,000	3,136,628	1,670,000	236,350	37,000	22,413	11,910,000	3,395,391
2020	8,323,000	2,778,206	1,710,000	195,650	42,000	20,588	10,075,000	2,994,444
2021	7,895,000	2,473,494	1,770,000	144,350	45,000	18,510	9,710,000	2,636,354
2022	7,789,000	2,172,509	1,360,000	90,100	46,000	16,260	9,195,000	2,278,869
2023	6,398,000	1,871,721	980,000	44,550	47,000	13,960	7,425,000	1,930,231
2024	6,480,000	1,605,021	505,000	15,150	50,000	11,598	7,035,000	1,631,769
2025	6,282,000	1,329,759	--	--	53,000	9,070	6,335,000	1,338,829
2026	6,381,000	1,057,216	--	--	54,000	6,375	6,435,000	1,063,591
2027	6,228,000	777,806	--	--	57,000	3,630	6,285,000	781,436
2028	4,072,000	504,108	--	--	13,000	715	4,085,000	504,823
2029	3,470,000	335,898	--	--	--	--	3,470,000	335,898
2030	2,565,000	201,768	--	--	--	--	2,565,000	201,768
2031	1,720,000	118,243	--	--	--	--	1,720,000	118,243
2032	1,185,000	69,900	--	--	--	--	1,185,000	69,900
2033	720,000	33,240	--	--	--	--	720,000	33,240
2034	350,000	10,500	--	--	--	--	350,000	10,500
2035	--	--	--	--	--	--	--	--
	111,761,000	29,823,526	12,585,000	1,655,050	549,000	199,570	124,895,000	31,678,146
								156,573,146

Presented to Brown County, WI



Total Existing Debt Service

A graph illustrating the County's total existing debt service by repayment source is below.

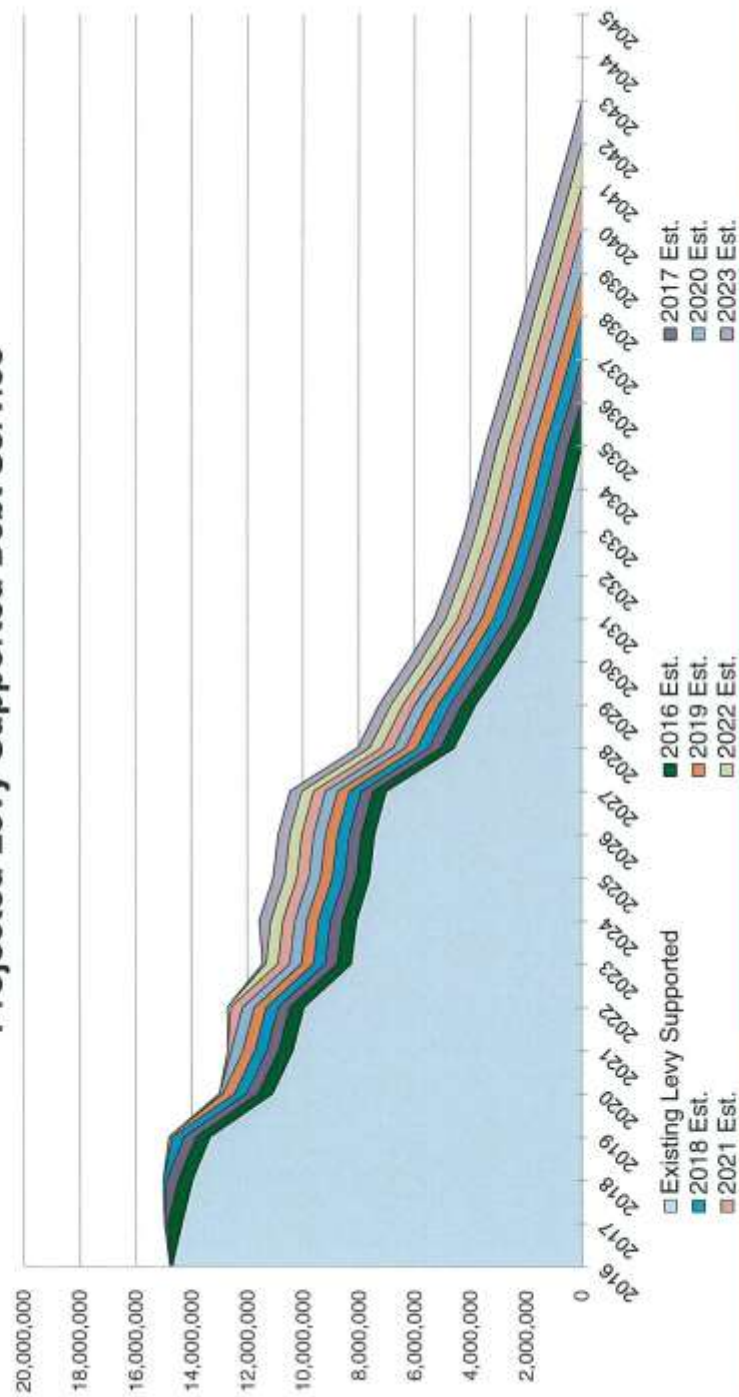




Projected Levy Supported Debt Service

The below graph assumes a \$7,135,000 bond issue in 2016, and future bond issues of \$5.6 million.

Projected Levy Supported Debt Service





Proposed Schedule for 2016A Bonds

Below is the schedule for the 7,135,000 G.O. Corporate Purpose Bonds, Series 2016A.

Action	Date
Board approves Initial Authorizing Resolutions	May 18, 2016
Rating Call with Moody's	May 31, 2016
Rating received by Moody's	June 7, 2016
Preliminary Official Statement distributed to potential bidders	June 7, 2016
Day of Sale - Board awards 2016A Bonds to best bidder	June 15, 2016
Closing - money is wired to the County	July 1, 2016

(Items #11c, 11d, 11e taken out of order at this time.)

No. 11c -- OPEN SESSION

Discussion and possible action regarding convening in closed session to discuss the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department.

No. 11d -- CLOSED SESSION

Discussion regarding the resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department. Pursuant to Wis. Stat., (19.85)(1)(c), any meeting of a governmental body may be convened in closed session for purposes of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. And, per Wis. Stat., 19.85(1)(f), any meeting of a governmental body may be convened closed session for purposes of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par.(b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Convene in Closed Session:

A motion was made by Supervisor Becker and seconded by Supervisor Landwehr **“to convene in closed session”**. Voice roll call vote taken.

Roll call vote:

Ayes: Sieber, Hoyer, Lefebvre, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, Brusky, Kaster, Linssen, Kneiszel, Clancy, Moynihan, Blom, Schadewald

Nayes: De Wane, Nicholson, Van Dyck, Campbell, Lund, Becker

Excused: Gruszynski, Katers

Total Ayes: 18 Total Nayes: 6 Total Excused: 2

Motion carried.

No. 11e -- RECONVENE IN OPEN SESSION

Discussion and possible action regarding resignation of the corporation counsel and specific personnel matter reviewed within the Corporation Counsel Department.

A motion was made by Supervisor Becker and seconded by Supervisor Linssen **“to reconvene in open session”**. Voice vote taken. Motion carried unanimously with no abstentions.

Following discussion in closed session, Chairman Moynihan read a statement on behalf of the Brown County Board of Supervisors regarding item #11c:

“The County Board understands the sensitive personnel and legal matter and respects the interests of those involved. The County Board will not make any further comment on the specific individuals involved. The County Board would prefer that this process have been handled differently and the County Board will examine how to address these types of matters in the future.”

A motion was made by Vice Chair Lund and seconded by Supervisor Clancy **“to accept the statement and place it into the record”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 2 -- COMMENTS FROM THE PUBLIC:

- a) Must be limited to items not on the agenda.
- b) State name and address for the record.
- c) Comments will be limited to five minutes.
- d) The Board's role is to listen and not discuss comments nor take action of those comments at this meeting.

James Vanden Boogart and Barbara Vanden Boogart, 7463 Holly-Mor Rd, Greenleaf, Steve Deslauriers, Wayside Road, Town of Holland, and Sandra Johnson, Town of Holland, spoke in regard to the Shirley Wind Turbines and Brown County Health Department. Documents were presented and are on file in the County Clerk's Office.

Scott Williams, 2454 Clear Brook Circle, Howard, addressed the Board regarding the limited verbiage of the County Board meeting minutes.

No. 3 -- APPROVAL OF MINUTES OF APRIL 19, 2016.

A motion was made by Supervisor Landwehr and seconded by Supervisor Brusky **“to approve”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 4 -- ANNOUNCEMENTS OF SUPERVISORS.

Supervisor Sieber advised the Board that the new issue of the Fox Cities magazine has a nice front cover regarding the Neville Museum. He urged anyone who hasn't stopped by the museum to check out the Fort Howard exhibit should do so. Supervisor Sieber also thanked all the PD&T Department Heads for being in attendance at tonight's meeting.

No. 5 -- COMMUNICATIONS.

No. 5a -- RECONSIDERATION OF VOTE (ON ITEM #10A FROM APRIL 19, 2016 COUNTY BOARD MEETING) FROM SUPERVISOR ERICKSON: HAVING VOTED IN THE MAJORITY, REGARDING ITEM 10A TO HOLD THE APPOINTMENT FOR 45 DAYS, I AM CHANGING MY VOTE FROM YES TO NO.

A motion was made by Supervisor Sieber and seconded by Supervisor Dantine **“to suspend the rules and take items 5a and 5b together”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 5b -- RECONSIDERATION OF VOTE (ON ITEM #10A FROM APRIL 19, 2016 COUNTY BOARD MEETING) FROM SUPERVISOR LEFEBVRE: HAVING VOTED IN THE MAJORITY ON THE HOLD, I’M CHANGING MY VOTE FROM YAY TO NAY.

A motion was made by Supervisor Kaster and seconded by Vice Chair Lund **“to allow Supervisor Erickson and Supervisor Lefebvre to change their vote”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 6 -- APPOINTMENTS BY COUNTY EXECUTIVE.

No. 6a -- Reappointment of Bernard Erickson and Bryan Hyska to the Harbor Commission.

A motion was made by Supervisor Dantine and seconded by Supervisor Sieber **“to approve the above appointment”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 6b -- Appointment of Jesse Brunette to Human Services Board.

A motion was made by Supervisor Campbell and seconded by Supervisor Hoyer **“to approve the above appointment”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 6c -- Appointment of Robert (Jim) Genrich to NEWCAP Board.

A motion was made by Supervisor Brusky and seconded by Supervisor Blom **“to approve the above appointment”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 6d -- Appointment/Confirmation of Paul Fontecchio as Brown County Public Works Director.

Following discussion, a motion was made by Supervisor Evans and seconded by Supervisor Zima **“to hold appointment until the June County Board meeting”**. Voice vote taken. Per opinion of the Chair, nays have it. Motion failed.

Following further discussion, a motion was made by Supervisor Sieber and seconded by Supervisor Landwehr **“to approve above appointment”**. Roll call vote taken.

Roll call vote:

Ayes: Sieber, De Wane, Nicholson, Hoyer, Lefebvre, Erickson, Evans, Vander Leest, Buckley, Landwehr, Dantine, Brusky, Kaster, Kneiszel, Campbell, Moynihan, Blom, Schadewald, Lund, Becker

Nays: Van Dyck

Abstain: Zima, Linssen, Clancy

Excused: Gruszynski, Katers

Total Ayes: 20 Total Nays: 1 Total Abstain: 3 Total Excused: 2

Motion carried.

No. 7a -- REPORT BY COUNTY EXECUTIVE.

Executive Streckenbach thanked all those that have come to his office to discuss the future of Brown County.

Executive Streckenbach stated the Facilities Subcommittee and Mr. Fontecchio are working to put together a 5-year plan for buildings within the Facilities Department.

Executive Streckenbach advised the Board that their official invitation is forthcoming for the ribbon cutting ceremony Friday for the new Customs Border Patrol Facility at Austin Straubel International Airport.

Executive Streckenbach invited the Board next Wednesday, May 25th at 10am, to The Pancake Place for the announcement of the Honors Reward Program for Veterans in our area.

Executive Streckenbach announced that the 2017 Alice in Dairyland program is in Brown County. He explained this is a year-long program that educates people on the importance of agriculture in our community. Along with that, Breakfast on the Farm will be held in Brown County on June 5th. Executive Streckenbach advised anyone who wants more information to contact Judy Knudson at the UW Extension office.

Executive Streckenbach stated the Land Conservation Department has been recognized and received a \$20,000 donation from the Nature Conservancy for demonstration farms and watershed projects.

Executive Streckenbach advised the Board that he received a communication regarding the tourist room tax. The communication states a permit is required from the Department of Health for anyone wanting to operate a rental or bed & breakfast-type establishment.

Executive Streckenbach thanked Erik Pritzl and the 30 other people who participated in the Sequential Intercept Mapping grant project.

Executive Streckenbach advised the Board that there is a new Brown County Parks Plan Survey online and to contact their constituents and encourage them to take the survey. He also thanked the media for getting the word out on this survey.

Executive Streckenbach stated several municipalities have passed resolutions supporting the Southern Bridge. The resolutions will be helping in attaining State and Federal support and monies.

Executive Streckenbach recognized Supervisor Erickson, the Planning, Development & Transportation Committee and the McDonald family for agreeing to and obtaining the easement which allowed Brown County to secure a land grant from the State of Wisconsin to maintain Renard Island.

Lastly, Executive Streckenbach advised the County Board that Melissa Spielman has resigned as Emergency Management Director. Justin Steinbrinck has been appointed as the Interim Director.

No.7b -- REPORT BY BOARD CHAIRMAN.

Chairman Moynihan advised the Board that the annual budget meeting has been set for November 2nd at 9:00am.

Chairman Moynihan also advised the Board of the resignation of Supervisor Katers, effective after the June meeting. He stated he will advertise the position, interview candidates and appoint a replacement.

No. 8 -- OTHER REPORTS. None.

No. 9 -- STANDING COMMITTEE REPORTS:

No. 9a -- REPORT OF ADMINISTRATION COMMITTEE OF APRIL 28, 2016.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The ADMINISTRATION COMMITTEE met in regular session on April 28, 2016 and recommends the following:

1. Review minutes of:
 - a. Housing Authority (February 15, 2016). To approve.
2. Communication from Supervisor De Wane re: Request to create an elections technology fund to ensure funds are available as needed. Funds would be transferred at year-end excess revenue in County Clerk's budget. To refer to Department of Administration to analyze this proposal.
3. County Clerk – Budget Status Financial Report for December 2015, February and March 2016. Receive and place on file.
4. Treasurer - Budget Status Financial Report for the period January to December 2015 (2015 Complete). Receive and place on file.
5. Discussion – Treasurer's Office Equipment Upgrades:
 - a. Currency Discriminator purchase.
 - b. Panini Image Deposit Direct check scanners – JP Morgan Chase supported.
 - c. New Workstations from TS (scheduled upgrade this year). *No action taken.*
6. Technology Services - Budget Status Financial Report for March 2016. Receive and place on file.
7. Technology Services, Monthly Reports for March and April 2016. Receive and place on file.
8. Corporation Counsel - Monthly Reports for February and March 2016. Receive and place on file.
9. Child Support - Budget Status Financial Report for December 2015 and March 2016. Receive and place on file.
10. Child Support - Departmental Openings Summary. Receive and place on file.
11. Child Support - SPSK First Quarter Happenings overview. Receive and place on file.

12. Child Support - Director's Reports for March and April 2016. Receive and place on file.
13. HR - Budget Status Financial Report for December 2015 and March 2016. Receive and place on file.
14. HR - Departmental Openings Summary. Receive and place on file.
15. HR - Activity Reports for February and March 2016. Receive and place on file.
16. Human Resources Reports for March and April 2016. Receive and place on file.
17. Dept. of Admin - Budget Status Financial Report for December 2015 and February 2016. Receive and place on file.
18. Dept. of Admin - Departmental Opening Summary. Receive and place on file.
19. Dept. of Admin - Budget Adjustment Log. Receive and place on file.
20. Dept. of Admin - Director's Reports for March and April 2016. Receive and place on file.
21. Resolution Authorizing Payment for Green Bay City Council Chambers Chairs. To approve. See Resolutions & Ordinances.
22. 2015 Balanced Budget Adjustment. To approve. See Resolutions & Ordinances.
23. Initial Resolution Authorizing the Issuance of Not to Exceed \$7,135,000 General Obligation Corporate Purpose Bonds of Brown County, Wisconsin in one or more series at one or more times. To approve. See Resolutions & Ordinances.
24. Audit of bills. To pay the bills.

A motion was made by Supervisor Blom and seconded by Supervisor Nicholson "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

No. 9b -- REPORT OF EDUCATION & RECREATION COMMITTEE OF MAY 5, 2016.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The EDUCATION & RECREATION COMMITTEE met in regular session on May 5, 2016 and recommends the following:

1. Review Minutes of:
 - a. Library Board (March 17, 2016). Receive and place on file.
 - b. Neville Public Museum Governing Board (April 11, 2016). Receive and place on file.
2. Communication from Supervisors Nicholson, De Wane and Vice Chair Lund re: Requesting an update/presentation from Brad Toll, Visitor Convention Bureau, and Mayor Schmitt on bookings, revenue gain or loss and why there isn't an escalator in the KI Center. To hold for 6 months to reevaluate.
3. Communication from Supervisor Hoyer re: Requesting a full accounting of attendance numbers for the past 3 full fiscal years for the Brown County Veteran's Arena. Receive and place on file.
4. Resch Centre/Arena/Shopko Hall – Complex Attendance for the Brown County Veterans Memorial Complex for March 2016. Receive and place on file.
5. Park Mgmt.-Budget Status Financial Report March 2016: Unaudited. Receive and place on file.
6. Park Mgmt. - Discussion re: parking issues at Fonferek Glen.
 - i. To utilize Friends money to expand the parking at Fonferek's Glen as soon as possible.
 - ii. To refer a request to the Public Safety Committee to hire a full time deputy to service Fonferek's Glen on a seasonal basis.

- iii. To refer the speed study review to Planning, Development & Transportation Committee to look at potentially reducing the speed on Dutchman Rd to 45 miles per hour.
- 7. Park Mgmt.-Park Attendance and Field Staff Reports for March 2016. Receive and place on file.
- 8. Park Mgmt. - Assistant Director's Report. Receive and place on file.
- 9. NEW Zoo - Budget Status Financial Reports for December 2015 and March 2016: Unaudited. Receive and place on file.
- 10. NEW Zoo - Director's Report and ZOO Monthly Activity Reports. Receive and place on file.
- 11. Golf Course - Budget Status Financial Reports for February and March 2016: Unaudited. Receive and place on file
- 12. Golf Course - Superintendent's Report. Receive and place on file
- 13. Library - Budget Status Financial Report for March 2016: Unaudited. Receive and place on file
- 14. Library - Director's Report. Receive and place on file
- 15. Museum - Budget Status Financial Report for March 2016: Unaudited. Receive and place on file
- 16. Museum - Director's Report. Receive and place on file
- 17. Audit of bills. To pay the bills.

A motion was made by Supervisor Van Dyck and seconded by Supervisor Nicholson "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

No. 9c-- REPORT OF EXECUTIVE COMMITTEE OF MAY 9, 2016.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **EXECUTIVE COMMITTEE** met in regular session on May 9, 2016 and recommends the following:

- 1. Vacant Budgeted Positions - District Attorney – Legal Assistant II - Vacated – 6/1/16. See *Item 12.*
- 2. Vacant Budgeted Positions - Health Dept. – Clerk/Typist III - Vacated – 5/13/16. See *Item 12.*
- 3. Vacant Budgeted Positions - Human Services – Account Clerk I/Budget Counselor - Vacated – 6/15/16. See *Item 12.*
- 4. Vacant Budgeted Positions - Human Services (CTC) – AODA Counselor (x2) - Vacated – 4/12/16. See *Item 12.*
- 5. Vacant Budgeted Positions - Human Services – Economic Support Specialist - Vacated – 4/18/16. See *Item 12.*
- 6. Vacant Budgeted Positions - Human Services – Lead Economic Support Specialist - Vacated – 4/14/16. See *Item 12.*
- 7. Vacant Budgeted Positions - Human Services – SW/CM (Child Protection) (x3) - Vacated – 3/28/16 (all three). See *Item 12.*

8. Vacant Budgeted Positions - Human Services (CTC) – Switchboard Operator/Receptionist (Part-time) (x2) - Vacated – 5/3/16; 5/23/16. *See Item 12.*
9. Vacant Budgeted Positions - Public Works (Facilities) – Housekeeper (x2) - Vacated – 4/15/16.
See Item 12.
10. Vacant Budgeted Positions - Public Works (Highway)–Highway Crew-Vacated–4/25/16.
See Item 12.
11. Vacant Budgeted Positions - Public Works (Highway) – Sign Crew (x2) - Vacated – 3/24/16; 4/15/16. *See Item 12.*
12. Vacant Budgeted Positions - Register of Deeds – Records Specialist - Vacated – 05/04/16.
 - i. Suspend the rules to take Items 1 – 12 together. Motion carried 6 to 1
 - ii. To approve Items 1 – 12. Motion carried 6 to 1.
13. Legal Bills - Review and Possible Action on Legal Bills to be paid. To approve.
14. Communication from Supervisor Van Dyck re: Request that all regular monthly committee meetings be scheduled to start no earlier than 5:00 p.m. Receive and place on file.
15. Communication from Supervisor Erickson re: That staff look at including the purchase of a drone in the 2017 budget to be collectively used by Planning, Public Works, Airport, Zoning, Parks, NEW Zoo and any other county departments that may have a need for these types of video or pictures. To hold for one month.
16. Communication from Supervisor Lund re: I would like to propose a change in ordinance 4.27. The change would be that HR director would have the authority to fill vacancies which exist in the budget and the Executive committee would get a report of all the vacancies which are posted.
4.27 AUTHORIZATION TO HIRE. Department Heads wishing to fill vacancies in existing budgeted positions shall submit a requisition to the Human Resources Department prior to initiating recruitment. The Human Resources Manager shall review and verify the information, provide appropriate comments and recommendations, and forward the requests to the County Executive for final authorization. 4.28 JOB POSTING. Existing position vacancies will be posted internally and/or To approve and make the change as proposed by Supervisor Lund and forward to Corporation Counsel to review the language in case there were necessary changes. Motion carried 6 to 1. See Resolutions & Ordinances.
17. Resolution re: Reorganization of the Medical Examiner Table of Organization. To approve. See Resolutions & Ordinances.
18. Initial Resolution Authorizing the Issuance of Not to Exceed \$7,135,000 General Obligation Corporate Purpose Bonds of Brown County, Wisconsin in one or more series at one or more times. To approve. Motion carried 6 to 1. See Resolutions & Ordinances.
- 18a. 2015 Balanced Budget Resolution. To approve. See Resolutions & Ordinances.
- 18b. Resolution Authorizing Conveyance of Certain Excess County Highway Property on CTH G/George Street from Broadway Street to Wisconsin Street in the City of De Pere. To approve. See Resolutions & Ordinances.
19. Brown County Financial Statement Results – Levy Funded Departments as of March 31, 2016. *See Item 20.*
20. Brown County Turnover Report for March 2016.
 - i. To provide monthly financial statements for departments, monthly turnover reports for departments and detailed quarterly reports.
 - ii. Receive and place on file Items 19 & 20.
21. Human Resources Report. Receive and place on file.

- a) Discussion and possible action regarding adjusting the 2016 .5%, 1%, 2% and 3% wage adjustment. To approve and refer to Administration for the drafting of a resolution to approve the rounding down. Motion carried 5 to 1. See Resolutions & Ordinances.
22. County Executive Report. No action taken.
23. Internal Auditor Report.
- a) Audit Report: Monetary Receipts, Disbursements and Deposits Review – Brown County Treasurer (Previously Distributed). To accept the audit with the additional change to Finding #1.
- b) Board of Supervisors Budget Status Financial Report–March 2016 (Unaudited). Receive and place on file.
- c) Board of Supervisors Budget Status Financial Report (Veterans' Recognition Subcommittee) – March 2016 (Unaudited). Receive and place on file.
- d) Monthly Status Update: April 1 – April 30, 2016. That 23d be held until further requested.
24. Treasurer - ACTION - Review and approval or rejection of bids for tax deed properties: (Bid results of 5-6-16 to be handed out at meeting)
- | Parcel # | Municipality | Address | Min. Starting Bid |
|----------|-------------------|-------------------|-------------------|
| M-702-8 | Town of Morrison | 3835 Queens Road | \$ 15,000 |
| 7-467 | City of Green Bay | 1021 Eastman Ave. | \$ 11,000 |
- i. To approve the sale of Parcel M-702-8 to DLRC, LLC in the amount of \$43,000 in addition that the buyer is responsible for the 2015 delinquent property taxes due of \$2,194.90.
- ii. To approve the sale of Parcel 7-467 to Joe Theys in the amount of \$17,250.
25. Treasurer - Discussion with action re: Left over Parcels from 2015 as follows:
7-740 19-423 7-328 7-411 7-738 ND-278-1 21-1293-2
To approve To approve ND-278-1 for \$7,700.
26. Treasurer - Discussion with action re: Process to sell the 20 Brown County owned Parcels obtained by Foreclosure 4-14-2016 as follows:
HB-347-A
M-147
R-8-1: To set the price at \$220.00 and allow the Treasurer to make the offer to the adjoining landowner.
SU-2496
1-20-1
14-997
18-31
18-49
18-50
18-51
18-52
19-141-A
19-273
20-64
20-162
3-12
3-1175-R
5-330
6-469
8-279

27. Treasurer - Optional closed session agenda item to discuss any issues involving bargaining the potential sale of the above listed parcels (as provided by WI Statute 19.85)
19.85(1)(e) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
- i. To enter into closed session. Motion carried 5 to 1.
 - ii. Return to regular order of business. No action taken.

A motion was made by Vice Chairman Lund and seconded by Supervisor Lefebvre “**to adopt**”.
Voice vote taken. Motion carried unanimously with no abstentions.

No. 9d -- REPORT OF HUMAN SERVICES COMMITTEE OF APRIL 27, 2016.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **HUMAN SERVICES COMMITTEE** met in regular session on April 27, 2016 and recommends the following:

1. Review Minutes of:
 - a) Aging & Disability Resource Center of Brown County Executive & Finance and Nominating & Human Resources Meeting (November 11, 2015).
 - b) Children with Disabilities Education Board (April 12, 2016).
 - c) Criminal Justice Coordinating Board (January 21, 2016).
 - d) Human Services Board (April 14, 2016).
 - e) Ad Hoc Mental Health Treatment Committee (February 19, 2016).
 - f) Veterans' Recognition Subcommittee (March 15, 2016).Receive and place on file Items 1 a-f.
2. Communication from Supervisor Sieber re: To examine scheduling issues at Community Treatment Center. To place “examine scheduling issues at Community Treatment Center” as a standing item under Human Services Department.
 - 2a. Report - Teen Parent Program Quarterly Outcome Report, Catholic Charities – Informational. Receive and place on file.
 - 2b. Resolution - 2015 Balanced Budget Adjustment. To move forward. See Resolution & Ordinances.
3. Human Services Dept. - Executive Director's Report. Receive and place on file.
4. Human Services Dept. - Financial Report for Community Treatment Center and Community Programs. Receive and place on file.
5. Human Services Dept. - Statistical Reports.
 - a) CTC Staff – Double Shifts Worked.
 - b) Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - c) Monthly Inpatient Data – Bellin Psychiatric Center.
 - d) Child Protection – Child Abuse/Neglect Report.
 - e) Monthly Contract Update.
 - i. Suspend the rules to take Items 5 a-e together.
 - ii. Receive and place on file Items 5 a-e.
6. Human Services Dept. - Request for New Non-Continuous Vendor. To approve.
7. Human Services Dept. - Request for New Vendor Contract. To approve.

8. Audit of bills. To pay the bills.

A motion was made by Supervisor Hoyer and seconded by Supervisor Brusky “to adopt”.
Voice vote taken. Motion carried unanimously with no abstentions.

**No. 9e -- REPORT OF PLANNING, DEVELOPMENT AND TRANSPORTATION
COMMITTEE OF APRIL 25, 2016.**

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE** met in regular session on April 25, 2016 and recommends the following:

1. Review minutes of:
 - a. Planning Commission Board of Directors (February 3, 2016). Receive and place on file.
2. Communication from Supervisor Van Dyck re: Request that the Highway Department install “No Engine Braking” signs on Hwy G in the vicinity of the intersection with Scray Hill Road. To hold until May meeting.
3. Communication from Supervisor Erickson re: That staff look at including the purchase of a drone in 2017 budget to be collectively used by Planning, Public Works, Airport, Zoning, Parks, NEW Zoo and any other county departments that may have a need for these types of video or pictures. *No motion made, Erickson asked that it be held for a month.*
4. Communication from Supervisor Erickson re: Look into the possible purchase of the property located on the Fox River at Broadway and West Mason Street to be used as port expansion that adds to the economy of Greater Green Bay and Brown County. To hold for 90 days.
5. Communication from Supervisor Dantine re: To have the Airport start a dialog with the Green Bay Packers to bring visiting teams through Austin Straubel and stay at the new Kohler hotel during Packer season. Receive and place on file.
6. Airport - Budget Status Financial Report for March 2016. Receive and place on file.
7. Airport - Director's Report. Receive and place on file.
8. Register of Deeds - Budget Status Financial Report for March 2016. Receive and place on file.
9. Register of Deeds 2015 Annual Report. To approve.
10. Planning Commission Budget Status Financial Reports for January, February & March 2016 (unaudited). Receive and place on file.
11. Planning Commission - Budget Adjustment Request (16-28): Any increase in expenses with an offsetting increase in revenue. To approve.
12. Planning Commission - Update regarding development of the Brown County Farm property – standing item. *No action taken.*
13. Property Listing - Budget Status Financial Reports for January, February & March 2016 (unaudited). Receive and place on file.
14. Zoning - Budget Status Financial Reports for January, February & March 2016 (unaudited). Receive and place on file.
15. UW-Extension - Budget Status Financial Report for March 2016. Receive and place on file.

16. UW-Extension - Budget Adjustment Request (16-30): Any increase in expenses with an offsetting increase in revenue – Grant funds to implement an afterschool financial literacy program. To suspend the rules to take Items 16, 17 & 18 together.
17. UW-Extension - Budget Adjustment Request (16-31): Any increase in expenses with an offsetting increase in revenue – Funds from UW-Ext (State) to plan and implement a community garden for Somali population. *See Item 18.*
18. UW-Extension - Budget Adjustment Request (16-32): Any increase in expenses with an offsetting increase in revenue – Funds from BC Dairy Promotions to offer foodie camp for youth. To approve Items 16, 17 & 18.
19. UW-Extension - Director's Report. Receive and place on file.
20. Port - Budget Status Financial Report for March, 2016. Receive and place on file.
21. Resource Recovery Budget Status Financial Report for March, 2016. Receive and place on file.
22. Port & Resource Recovery - Director's Report. Receive and place on file.
23. Public Works - Summary of Operations. Receive and place on file.
24. Public Works - Director's Report. Receive and place on file.
25. Resolution authorizing conveyance of certain excess county highway property on CTH G/George Street from Broadway Street to Wisconsin Street in the City of De Pere. To approve. See Resolutions & Ordinances.
26. Initial Resolution Authorizing the Issuance of Not to Exceed \$7,135,000 General Obligation Corporate Purpose Bonds of Brown County, Wisconsin in one or more series at one or more times. To approve the resolution. See Resolutions & Ordinances
27. Audit of bills. To audit the bills.

A motion was made by Supervisor Erickson and seconded by Supervisor Dantine "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

No. 9ei -- REPORT OF LAND CONSERVATION SUBCOMMITTEE OF APRIL 25, 2016.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **LAND CONSERVATION SUBCOMMITTEE** met in special session on April 25, 2016 and recommends the following:

1. Open Positions Report. Receive and place on file.
2. Budget Status Report for March 2016. Receive and place on file.
3. Discussion and approval to publish Community Digester RFP. To approve
4. Director's Report:
 - a. Land and Water Plan Update
 - b. WDNR Fisheries Award-Pike Restoration. Receive and place on file Items 4a and b.

A motion was made by Supervisor Sieber and seconded by Supervisor Dantine "to adopt". Voice vote taken. Motion carried unanimously with no abstentions.

No. 9f -- REPORT OF PUBLIC SAFETY COMMITTEE OF MAY 2, 2016.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **PUBLIC SAFETY COMMITTEE** met in regular session on May 2, 2016 and recommends the following:

1. Communication from Supervisor Nicholson re: Requesting Judge Atkinson to review a court order seizure of a vehicle when there is a conviction of OWI/DWI and revoked license. *Held for one month for review by the District Attorney's office.* Hold for one month.
2. Communication from Supervisor Clancy re: Request by the Town of Morrison for assistance in procuring a tornado warning siren. To refer to Emergency Management.
3. Communication by County Board Chair Moynihan re: Northern Building/Other Brown County Facilities. To have the Sheriff conduct a security audit and include Jeff Oudeans and come back to the Committee once complete.
4. Initial Resolution Authorizing the Issuance of Not to Exceed \$7,135,000 General Obligation Corporate Purpose Bonds of Brown County, Wisconsin in one or more series at one or more times. To approve \$225,000. See Resolutions & Ordinances.
5. 2015 Balanced Budget Adjustment. To approve.
6. District Attorney - Budget Status Financial Report for March, 2016. Receive and place on file.
7. Public Safety Communications Budget Status Financial Reports for January, February and March 2016. Receive and place on file.
8. Public Safety Communications - Budget Adjustment Request (#16-27): Any increase in expenses with an offsetting increase in revenue: Federal grant awarded to Hazmat Team for Hazardous Materials Emergency Preparedness/Hazmat Team Boom Deployment Training. To approve.
9. Public Safety Communications - Director's Report. *No action taken.*
10. Medical Examiner - Budget Status Financial Report for April 2016. Receive and place on file Items 10 & 11.
11. Medical Examiner - 2016 Activity Spreadsheet. *See action at Item 10 above.*
12. Medical Examiner - Resolution re: Reorganization of the Medical Examiner Table of Organization. To approve. See Resolutions & Ordinances.
13. Sheriff - Budget Status Financial Report for March 2016. Receive and place on file.
14. Sheriff - Budget Adjustment Request (#16-26): Any increase in expenses with an offsetting increase in revenue: Increase Drug Task Force federal grant revenue to purchase surveillance equipment. To approve.
15. Sheriff - Budget Adjustment Request (#16-33): Any increase in expenses with an offsetting increase in revenue: Increase overtime and fringe to reflect participation in a Seat Belt Enforcement grant from Wis. DOT BOTS Office. To approve
16. Sheriff's Report. Receive and place on file.
17. Clerk of Courts - Budget Status Financial Report for March 2016. Receive and place on file.
18. Circuit Court, Commissioners, Probate - Budget Status Financial Reports for January, February and March 2016. Receive and place on file.
19. Emergency Mgmt. - Budget Status Financial Reports for January, February and March 2016. Receive and place on file.
20. Audit of bills. To pay the bills.

A motion was made by Supervisor Buckley and seconded by Supervisor Clancy **“to adopt”**.
Voice vote taken. Motion carried unanimously with no abstentions.

No. 9fi -- REPORT OF SPECIAL PUBLIC SAFETY COMMITTEE OF MAY 18, 2016.

TO THE MEMBERS OF THE BROWN
COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

The **PUBLIC SAFETY COMMITTEE** met in special session on May 18, 2016 and recommends the following:

1. Discussion and possible action re: Request by the Town of Morrison for assistance in procuring a tornado siren. *Motion pending Special Public Safety meeting of May 18, 2016. Motion to hold until next Public Safety meeting to have people from Town of Morrison present. Motion carried unanimously.*

A motion was made by Supervisor Nicholson and seconded by Supervisor Buckley **“to adopt”**.
Voice vote taken. Motion carried unanimously with no abstentions.

No. 10 -- Resolutions, Ordinances:

Budget Adjustments Requiring County Board Approval

No. 10a -- RESOLUTION APPROVING BUDGET ADJUSTMENTS TO VARIOUS DEPARTMENT BUDGETS

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, within the past 30 days departments have submitted the following adjustments to their departmental budgets that, per Wisconsin State Statutes, require approval by a 2/3 vote of the full County Board:

- 15-101 HR The Unemployment Compensation Fund (754) has experienced surpluses for the last four (4) calendar years. This has resulted in a fund balance of over \$700, 000, which is almost 4 ½ years of unemployment claims for the County. The 2017 budget being developed for this fund is anticipating a small surplus for 2016 activity and a break-even for 2017 activity. As such, this budget adjustment request for 2015 transfers excess fund balance (\$550,759) from the Unemployment Compensation Fund, leaving a remaining fund balance of \$150,000. The Workers Compensation Fund (752) currently has a deficit fund balance of (\$347,000) and is proposed to receive the transfer of \$550, 759, which will result in a positive fund balance. The 2017 budget being developed for this fund anticipates a deficit from operations in 2016 and break-even for 2017 activity. **Amount: \$550,759**

- 16-20 Sheriff The budget adjustment is to transfer remaining Sheriff Criminal Management System Software and Law Records Management System capital project bond funds to the Debt Service Fund in order to comply with IRS regulations regarding taxability of the bonds issued in prior years. This same amount will then be transferred from the General Fund to pay for the remaining project expenditures. **Amount: \$51,938**
- 16-26 Sheriff This request is to increase Drug Task Force federal grant revenue for unspent but still available 2015 HIDTA grant funds and use those funds to purchase surveillance equipment for the Task Force. The unspent HIDTA grant funds remain available for use for a two year period. **Amount: \$5,146**
- 16-27 Public Safety The Brown County Emergency Management Hazmat Team has been awarded a federal grant for Hazardous Material Emergency Preparedness/Hazmat Team Boom Deployment Training. **Amount: \$11,500**
- 16-28 Planning & Land Services It is anticipated that Brown County will be receiving loan repayments from the Regional Community Development Block Grant (CDBG) – Housing Rehabilitation Loan Program participants during 2016. The CDBG-housing Rehabilitation Loan Program uses federal funds to provide loans to qualified low to moderate income homeowners to repair their homes. Typical projects include siding, windows, septic systems, wells, roofs, furnaces, and similar, repairs. Under federal rules, when these loans are paid back, they must be loaned back out for new housing rehabilitation projects before new CDBG federal funds may be expected. This budget adjustment will allow for the funds that are repaid to be loaned for new project loans. **Amount: \$250,000**
- 16-30 UW – Extension UW- Extension has received a Professional Project/Research Grant from Wisconsin Association of Family and Consumer Sciences Foundation to implement an Afterschool Financial Literacy Program that will increase outreach to diverse, low income youth attending Green Bay Area Public Schools. **Amount: \$1,000**
- 16-31 UW – Extension UW - Extension has received funding from UW – Extension (State) to plan and implement a community garden with the primary goal of reaching the county's Somali population. This program is part of the Brown County UW-Extension Community Gardens Program. This garden will be constructed on land owned by Habitat for Humanity on Western Avenue in Green Bay. **Amount: \$1,195**
- 16-32 UW-Extension UW – Extension has received funding from Brown County Dairy Promotions to offer a foodie camp for youth July 13-15, 2016. This foodie camp provides an opportunity for school age children to learn about where food comes from and to establish a healthy relationship with food. **Amount: \$300**
- 16-33 Sheriff This request is to increase overtime and fringe benefits to reflect participation in the Seat Belt Enforcement Grant from the Wis. DOT BOTS Office. This grant is directed to the Sheriff's Office and runs through Sept. 2016. Increased expenses are offset by grant revenue. This is a grant program that has been provided to the County in prior years. It was not included in the 2016 budget because the Wis DOT did not offer it when the budget was created. Increase revenues by \$35,960 offset by increase in expenses of \$35,960. **Amount: \$35,960**

and,

WHEREAS, these budget adjustments are necessary to ensure activities are appropriated and accounted for properly.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby approves the above listed budget adjustments.

Respectfully submitted,

ADMINISTRATION COMMITTEE

PLANNING, DEVELOPMENT &
TRANSPORTATION COMMITTEE

PUBLIC SAFETY COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 05/25/16

Authored by Administration

Approved by Corporation Counsel's Office

Fiscal Note: The fiscal impact is as described in each individual budget adjustment listed above.

A motion was made by Supervisor Kaster and seconded by Supervisor Hoyer **“to adopt”**.
Voice vote taken. Motion carried unanimously with no abstentions.

ATTACHMENTS TO RESOLUTION 10A

ON THE FOLLOWING PAGES

16-30

BUDGET ADJUSTMENT REQUEST

Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
- Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
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- ☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
- ☒ 7 Any increase in expenses with an offsetting increase in revenue
- ☐ 8 Any allocation from a department's fund balance
- ☐ 9 Any allocation from the County's General Fund

Approval Level

Dept Head

Director of Admin

County Exec

County Exec

Admin Committee

Oversight Comm
2/3 County Board

Oversight Comm
2/3 County Board

Oversight Comm ^c
2/3 County Board

Oversight Comm
2/3 County Board

Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:****2016****

UW-Extension has received a Professional Project/Research Grant from Wisconsin Association of Family and Consumer Sciences Foundation to implement an Afterschool Financial Literacy Program that will increase outreach to diverse, low income youth attending Green Bay Area Public Schools.

Budget Impact - \$1000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5300	Supplies	\$600
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5340	Travel	\$100
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5601.400	Copies	\$300
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.4309	Other Grant Revenue	\$1,000

AUTHORIZATIONS

Judy Knudson
Signature of Department Head

Department: UW Extension

Date: 4/12/16

[Signature]
Signature of DOA or Executive

Date: 4/20/16

Revised 4/1/14

10a

16-31

BUDGET ADJUSTMENT REQUEST

Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
 - Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
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- ☐ 9 Any allocation from the County's General Fund

Approval Level

Dept Head
Director of Admin

County Exec

County Exec

Admin Committee

Oversight Comm
2/3 County Board

Oversight Comm
2/3 County Board

Oversight Comm
2/3 County Board

Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

****2016****

UW-Extension has received funding from UW-Extension (State) to plan and implement a community garden with the primary goal of reaching the county's Somali population. This program is part of the Brown County UW-Extension Community Gardens Program. This garden will be constructed on land owned by Habitat for Humanity on Western Avenue in Green Bay.

Budget Impact \$1,195

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5700	Contracted Services	\$600
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5300	Supplies	\$595
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.4301	Federal Grant Revenue	\$1,195

AUTHORIZATIONS

Judy Knudson
Signature of Department Head
Department: UW Extension
Date: 4/11/16

[Signature]
Signature of COO or Executive
Date: 4/20/16

803
4/12/16

Revised 4/1/14

109

16-32

BUDGET ADJUSTMENT REQUEST

Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
 - Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
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- ☐ 8 Any allocation from a department's fund balance
- ☐ 9 Any allocation from the County's General Fund

Approval Level

Dept Head
 Director of Admin

 County Exec

 County Exec

 Admin Committee

 Oversight Comm
 2/3 County Board

 Oversight Comm
 2/3 County Board

**Oversight Comm
 2/3 County Board**

 Oversight Comm
 2/3 County Board

 Oversight Comm
 Admin Committee
 2/3 County Board

Justification for Budget Change:

****2016****

UW-Extension has received funding from Brown County Dairy Promotions to offer a foodie camp for youth July 13-15, 2016. This foodie camp provides an opportunity for school age children to learn about where food comes from and to establish a healthy relationship with food.

Budget Impact \$300

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5700	Contracted Services	\$125
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.5300	Supplies	\$175
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.083.001.4901	Donation	\$300

AUTHORIZATIONS

Judy Knutson
 Signature of Department Head
 Department: UW Extension
 Date: 4/12/16

[Signature]
 Signature of SICA or Executive
 Date: 4/20/16

2/3
4/13/16

Revised 4/1/14

10a

16-33

BUDGET ADJUSTMENT REQUEST

Category	Approval Level
<input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation	Dept Head
<input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year 	Director of Admin
<input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation	County Exec
<input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)	County Exec
<input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)	Admin Committee
<input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation.	Oversight Comm 2/3 County Board
<input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount	Oversight Comm 2/3 County Board
<input checked="" type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue	Oversight Comm 2/3 County Board
<input type="checkbox"/> 8 Any allocation from a department's fund balance	Oversight Comm 2/3 County Board
<input type="checkbox"/> 9 Any allocation from the County's General Fund	Oversight Comm Admin Committee 2/3 County Board

Justification for Budget Change:

This request is to increase overtime and fringe benefits to reflect participation in a Seat Belt Enforcement grant from the Wis. DOT BOTS Office. This grant is direct to the Sheriff's Office and runs through Sept. 2016. Increased expenses are offset by grant revenue.

This is a grant program that has been provided to the County in prior years. It was not included in the 2016 budget because the Wis DOT did not offer it when the budget was created.

Increase revenues \$35,960 offset by increase in expenses of \$35,960. No tax levy effect.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.070.4301	Federal grants	\$35,960
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.070.5103.000	Premium overtime	\$30,566
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.070.5110.100	Fringe benefits - FICA	\$5,394
<input type="checkbox"/>	<input type="checkbox"/>			

Signature of Department Head
 Department: Sheriff's Office
 Date: 04/11/16

AUTHORIZATIONS

Signature of BOA or Executive
 Date: 4/20/16

Revised 4/1/14

10a

BUDGET ADJUSTMENT REQUEST

15-101

Category

Approval Level

- | | |
|---|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> • Reallocation to another account strictly for tracking or accounting purposes • Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:

****2015**** The Unemployment Compensation Fund (754) has experienced surpluses for the last four (4) calendar years. This has resulted in a fund balance of over \$700,000, which is almost 4 ½ years of unemployment claims for the County. The 2017 budget being developed for this fund is anticipating a small surplus for 2016 activity and a break-even for 2017 activity. As such, this budget adjustment request for 2015 transfers excess fund balance (\$550,759) from the Unemployment Compensation Fund, leaving a remaining fund balance of \$150,000.

The Workers Compensation Fund (752) currently has a deficit fund balance of (\$347,000) and is proposed to receive the transfer of \$550,759, which will result in a positive fund balance. The 2017 budget being developed for this fund anticipates a deficit from operations in 2016 and a break-even for 2017 activity. **Amount: \$550,759**

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	752.064.036.9002	Transfer In (Workers Compensation)	550,759
<input checked="" type="checkbox"/>	<input type="checkbox"/>	754.064.037.9003	Transfer Out (Unemployment Comp)	550,759
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

Preparer: David P Ehlinger 03-23-2016

AUTHORIZATIONS

Brittany Zachringer
Signature of Department Head
Department: HR
Date: 4-7-16

[Signature]
Signature of COA or Executive
Date: 4/12/16

Revised 8/21/14

10a

BUDGET ADJUSTMENT REQUEST

116-20

Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
 - Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts)
- ☐ 5 b) Reallocation of more than 10% of the funds original appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
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- ☐ 8 Any allocation from a department's fund balance
- ☒ 9 Any allocation from the County's General Fund

Approval Level

- Dept Head
- Director of Admin
- County Exec
- County Exec
- Admin Committee
- Oversight Comm
2/3 County Board
- Oversight Comm
2/3 County Board
- Oversight Comm
2/3 County Board
- Oversight Comm
2/3 County Board
- Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

"2016" The budget adjustment is to transfer remaining Sheriff Criminal Management System Software and Law Records Management System capital project bond funds to the Debt Service Fund in order to comply with IRS regulations regarding taxability of the bonds issued in prior years. This same amount will then be transferred from the General Fund to pay for the remaining project expenditures. Budget Impact: \$51,938

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	432 074 9002	Sheriff OMS-Transfer In	33,901
<input checked="" type="checkbox"/>	<input type="checkbox"/>	432 074 9003	Sheriff OMS-Transfer Out	33,901
<input checked="" type="checkbox"/>	<input type="checkbox"/>	300 098 908.902 9002	DSF-Transfer In	33,901
<input checked="" type="checkbox"/>	<input type="checkbox"/>	433 074 9002	Sheriff LRMS-Transfer In	18,037
<input checked="" type="checkbox"/>	<input type="checkbox"/>	433 074 9003	Sheriff LRMS-Transfer Out	18,037
<input checked="" type="checkbox"/>	<input type="checkbox"/>	300 098 910.921.9002	DSF-Transfer In	18,037
<input checked="" type="checkbox"/>	<input type="checkbox"/>	300 3200 600	DSF-Fund Balance	51,938
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100 090 9003	Gen Government-Transfer Out	51,938
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100 0000	General Fund-Fund Balance	51,938

Signature of Department Head
 Department: Sheriff
 Date: 03/11/16

AUTHORIZATIONS

Signature of DCA or Executive
 Date: 3/18/16

Revised 4/1/14

10a

BUDGET ADJUSTMENT REQUEST

16-26

Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
 - Reallocation to another account strictly for tracking or accounting purposes
 - Allocation of budgeted prior year grant not completed in the prior year
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- ☐ 9 Any allocation from the County's General Fund

Approval Level

Dept Head
Director of Admin

County Exec
County Exec
Admin Committee
Oversight Comm
2/3 County Board
Oversight Comm
2/3 County Board
Oversight Comm,
2/3 County Board
Oversight Comm
2/3 County Board
Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

This request is to increase Drug Task Force federal grant revenue for unspent but still available 2015 HIDTA grant funds and use those funds to purchase surveillance equipment for the Task Force. The unspent HIDTA grant funds remain available for use for a two year period.

Fiscal Impact: Increase revenue and offsetting expense by \$5,146

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.075.4301	Federal grant revenue	5,146
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.075.5800	Grant Expenses	5,146
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS

Signature of Department Head
Department: 5066 PD
Date: 07/01/16

Signature of County Executive
Date: 4/6/16

Revised 4/1/14

10A

BUDGET ADJUSTMENT REQUEST

11e-27

Category

Approval Level

- | | |
|--|---|
| <input type="checkbox"/> 1 Reallocation from one account to another in the same level of appropriation | Dept Head |
| <input type="checkbox"/> 2 Reallocation due to a technical correction that could include:
• Reallocation to another account strictly for tracking or accounting purposes
• Allocation of budgeted prior year grant not completed in the prior year | Director of Admin |
| <input type="checkbox"/> 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation | County Exec |
| <input type="checkbox"/> 4 Any change in appropriation from an official action taken by the County Board (i.e. resolution, ordinance change, etc.) | County Exec |
| <input type="checkbox"/> 5 a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts) | Admin Committee |
| <input type="checkbox"/> 5 b) Reallocation of <u>more than 10%</u> of the funds original appropriated between any of the levels of appropriation. | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 6 Reallocation between two or more departments, regardless of amount | Oversight Comm
2/3 County Board |
| <input checked="" type="checkbox"/> 7 Any increase in expenses with an offsetting increase in revenue | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 8 Any allocation from a department's fund balance | Oversight Comm
2/3 County Board |
| <input type="checkbox"/> 9 Any allocation from the County's General Fund | Oversight Comm
Admin Committee
2/3 County Board |

Justification for Budget Change:


The Brown County Emergency Management Hazmat Team has been awarded a federal grant for Hazardous Materials Emergency Preparedness/Hazmat Team Boom Deployment Training.

Budget Impact: \$11,500

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	101.013.011.045.4301	Federal Grant Revenue	\$11,500
<input checked="" type="checkbox"/>	<input type="checkbox"/>	101.013.011.045.5340	Travel and Training	\$11,500
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS


 Signature of Department Head
 Department: PSC
 Date: 4-6-2016


 Signature of DOB or Executive
 Date: 4/2/16

Revised 4-1-14

10a

BUDGET ADJUSTMENT REQUEST

16-28

Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
 - Reallocation to another account strictly for tracking or accounting purposes
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Approval Level

Dept Head
Director of Admin
County Exec
County Exec
Admin Committee
Oversight Comm
2/3 County Board
Oversight Comm
2/3 County Board
Oversight Comm
2/3 County Board
Oversight Comm
Admin Committee
2/3 County Board

Justification for Budget Change:

It is anticipated that Brown County will be receiving loan repayments from the Regional Community Development Block Grant (CDBG) – Housing Rehabilitation Loan Program participants during 2016. The CDBG-Housing Rehabilitation Loan Program uses federal funds to provide loans to qualified low to moderate income homeowners to repair their homes. Typical projects include siding, windows, septic systems, wells, roofs, furnaces, and similar repairs. Under federal rules, when these loans are paid back, they must be loaned back out for new housing rehabilitation projects before new CDBG federal funds may be expended. This budget adjustment will allow for the funds that are repaid to be loaned for new project loans.

Budget Impact: \$250,000

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	255.066.069.4900	CDBG Housing Miscellaneous Income	250,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	255.066.069.5700	CDBG Housing Contracted Services	250,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

AUTHORIZATIONS


Signature of Department Head

Department: Planning and Land Services

Date: 4/7/2016


Signature of DCA or Executive
Date: 4/12/16

6/24/16

Revised 4/1/14

10a

Administration Committee

No. 10b -- RESOLUTION AUTHORIZING PAYMENT FOR GREEN BAY CITY COUNCIL CHAMBERS CHAIRS.

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, Brown County and the City of Green Bay have cooperated for many years in utilizing the Common Council Chamber in the Green Bay City Hall as a common meeting place for both the City Council of Green Bay and the County Board of Supervisors for Brown County; and

WHEREAS, on January 10, 2001, Brown County and the City of Green Bay entered into a 20-year intergovernmental cooperative agreement whereby the Green Bay City Council Chambers was to be remodeled and renovated and the costs associated with this remodeling was to be shared equally between the County and the City; and

WHEREAS, all related maintenance and repair to voting equipment, audio/visual equipment, and furnishings shall be shared equally between the City and the County; and

WHEREAS, it is in the County's best interest at this time to cost share the purchase of new chairs consisting of 28 guest chairs in the amount of \$4,200 purchased in 2014, and 26 Council Chamber Chairs in the amount of \$7,847.84 purchased in 2016 for a total amount of \$12,047.84.

NOW, THEREFORE, BE IT RESOLVED that upon publication of this resolution the Brown County Board of Supervisors authorizes reimbursement to the City of Green Bay for \$6,023.92 to cover half of the total cost of \$12,047.84 for chair replacements in the City Council Chambers and City Hall 2nd Floor Committee rooms.

Respectfully submitted,

BROWN COUNTY BOARD OF SUPERVISORS

Approved By: /s/ Troy Streckenbach Date: 05/25/16

Authored by Brown County Board of Supervisors
Approved by Corporation Counsel's Office

Fiscal Note: This resolution requires an appropriation from the General Fund in the amount of \$6,023.92.

A motion was made by Supervisor Erickson and seconded by Supervisor Lefebvre **"to adopt"**.
Voice vote taken. Motion carried unanimously with no abstentions.

Administration, Human Services and Public Safety Committees

No. 10c -- 2015 BALANCED BUDGET ADJUSTMENT.

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

2015 BALANCED BUDGET ADJUSTMENT

WHEREAS, certain overdrafts and shortfalls have developed in various departmental budgets for 2015; and

WHEREAS, these overdrafts and shortfalls are the result of the following:

- **Clerk of Courts**

- A revenue shortfall of \$126,464 occurred in relation to Guardian ad Litem reimbursements as compared to the adopted budget. * ~~(It should be noted that this revenue account was increased by the County Board from the County Executive's proposed budget by \$163,000.)~~
- All other accounts had a net deficit of \$6,515.

Resulting in an appropriation needed of \$132,979.

- **Medical Examiner**

- A revenue shortfall of \$93,969 occurred in relation to autopsy fees as compared to the adopted budget. * ~~(It should be noted that this revenue account was increased from the County Executive's proposed budget by \$75,000, with the anticipation of additional revenues with the hiring of a forensic pathologist.)~~
- All other accounts had a net surplus of \$40,497.

Resulting in an appropriation needed of \$53,472.

- **Treasurer**

- A revenue shortfall of \$161,642 occurred for interest and penalties for delinquent property taxes as compared to the adopted budget. This was a deficit of 10.8% as compared to budget. Delinquent taxes were reduced during the year by 10.4%. Because fewer taxes were delinquent, there were less outstanding receivables available to collect interest and penalties on.
- All other accounts had a net deficit of \$15,582.

Resulting in an appropriation needed of \$177,224.

- **UW Extension**

- A revenue shortfall of \$27,587 occurred for donations as compared to budgeted amounts. The 2015 adopted budget was increased from the 2014 adopted budget by over \$21,000. This revenue account shortfall exceeded the total departmental deficit. It should be noted that the adopted budget included donations from 14 different program sources.
- All other accounts had a surplus of \$8,934.

Resulting in an appropriation needed of \$18,653.

- **Human Service**

- Human Services experienced a number of significant deficit areas that attributed to an overall departmental deficit of \$3,332,317.
- It is important to note that Human Services now has negative fund balances after experiencing this deficit.
 - Community Programs (CP), overall deficit of \$1,089,202
 - \$450,000 deficit in WIMCR revenue as compared to budgeted amounts. This revenue is for Medicaid funds passed through from the federal government to the State of Wisconsin and then to the counties.
 - \$325,000 deficit for expenses related to placement of delinquent status offenders in special programs.
 - \$325,000 deficit for expenses related to foster home placements and other purchased services for abused and neglected children.
 - \$10,798 surplus for all other accounts.
 - Community Treatment Center (CTC), deficit of \$2,243,115
 - Revenue deficits of \$1.8 million due to Average Daily Census (ADC) falling below budgeted counts:
 - Hospital—11.0 budget vs. 10.1 actual
 - Nursing home – 62.0 budget vs. 61.4 actual
 - CBRF – 6.0 budget vs. 1.7 actual
 - \$625,000 deficit related to a change in accounting for allowance for bad debts to more accurately reflect collectible balances.

Resulting in an appropriation needed of \$1,089,202 for Community Programs and \$2,243,115 for Community Treatment Center; and

WHEREAS, it is necessary to make appropriations to cover these various departmental deficits in order to balance these budgets for the past year, and

WHEREAS, due to the large operational deficits for Community Treatment Center (CTC), this fund has a negative unrestricted fund balance of \$613,808.07, and

WHEREAS, it is appropriate to transfer available funds from the Community Programs (CP) Fund as well as the General Fund unrestricted fund balances to offset the negative unrestricted fund balances for the Community Treatment Center (CTC), and

WHEREAS, a transfer of funds of \$162,882.94 from Community Programs (CP) to Community Treatment Center (CTC) will leave the required equity balance of \$2,500 for remaining donations received within the Community Programs (CP) Fund, and

WHEREAS, sufficient funds are available in the Unrestricted General Fund from 2015 operations to transfer the required \$162,882.94 to Human Services,

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that there be appropriated from the General Fund and placed in the 2015 departmental budget the following amounts:

Department	Amount
Clerk of Circuit Court	\$132,979
Medical Examiner	\$ 53,472
UW Extension	\$ 18,653

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that the following department recognized a shortfall in its appropriation to the General Fund in 2015:

Department	Amount
Treasurer	\$177,224

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that the following inter-fund transfers are hereby approved to offset the negative unrestricted equity balances in the Human Services

Community Treatment Center	Transfer In	\$613,808.07
Community Programs	Transfer Out	\$613,808.07
Community Programs	Transfer In	\$162,882.94
General Fund	Transfer Out	\$162,882.94

**As approved by Brown County Board of Supervisors, 05/18/16.*

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 05/25/16

Authored by: Administration
Final Draft Approved by Corporation Counsel

Fiscal Impact: This Resolution requires an appropriation from the General Fund as outlined in the resolution. As of 04-20-2016, the General Fund increased from 2014 to 2015 by \$707,770. After the proposed transfer of \$162,883, the net increase to the General Fund for 2015 activity will be \$544,887.

A motion was made by Supervisor Sieber and seconded by Supervisor Kneiszel **“to strike the language in parenthesis after the first sentence in the first paragraph in the Clerk of Courts and Medical Examiner sections”**. Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Sieber and seconded by Supervisor Nicholson **“to approve resolution as amended”**. Voice vote taken. Motion carried unanimously with no abstentions.

(Item #10d taken out of order after #1.)

Executive Committee

No. 10e -- **ORDINANCE TO AMEND SECTION 4.27 OF THE BROWN COUNTY CODE ENTITLED "AUTHORIZATION TO HIRE".**

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF BROWN DOES ORDAIN AS FOLLOWS:

Section 1 - Section 4.27 of the Brown County Code entitled, "Authorization to Hire", is hereby amended as follows:

Department Heads wishing to fill vacancies in existing budgeted positions shall submit a requisition to the Human Resources Department prior to initiating recruitment. The Human Resources Manager shall review and verify the information, provide appropriate comments and recommendations, and forward the requests to the County Executive for final authorization. Monthly, the Human Resources Manager shall provide a report to the ***Standing Oversight Committee and** Executive Committee of all vacancies approved and posted.

Section 2 - This Ordinance shall become effective upon passage and publication pursuant to law.

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved by:

/s/ Troy Streckenbach
COUNTY EXECUTIVE

05/25/16
DATE

/s/ Sandra L. Juno
COUNTY CLERK

05/25/16
DATE

/s/ Patrick Moynihan
COUNTY BOARD CHAIR

05/20/2016
DATE

Final Draft Approved by Corporation Counsel

Fiscal Impact: There is no fiscal impact.

***Ordinance amended by County Board of Supervisors, 05/18/16.**

A motion was made by Supervisor Sieber and seconded by Supervisor Dantine "to add language: '**Standing Oversight Committee and**' before the word '**Executive**' in Section 1". Voice vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Sieber and seconded by Vice Chair Lund "to adopt ordinance as amended". Roll call vote taken.

Roll call vote:

Ayes: Sieber, Nicholson, Hoyer, Lefebvre, Erickson, Zima, Evans, Vander Leest, Landwehr, Dantine, Brusky, Van Dyck, Linssen, Kneiszel, Clancy, Campbell, Moynihan, Schadeweald, Lund, Becker, *De Wane

Nayes: Buckley, Kaster

Abstain: *De Wane

Excused: Gruszynski, Katers, Blom (absent during the vote)

Motion carried.

*Supervisor De Wane stated his vote was recorded incorrectly and should have been "aye". A motion was then made by Supervisor Sieber and seconded by Supervisor Nicholson "to reconsider Supervisor De Wane's vote and change from 'abstain' to 'aye'". Voice vote taken. Motion carried unanimously with no abstentions.

Total Ayes: 21 Total Nayes: 2 Total Excused: 3

Executive and Public Safety Committees

No. 10f -- RESOLUTION REGARDING REORGANIZATION OF THE MEDICAL EXAMINER TABLE OF ORGANIZATION.

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the Chief Medical Examiner position in the Medical Examiner's table of organization is currently vacant; and,

WHEREAS, Brown County has entered into an intergovernmental agreement with Dane County in which the Dane County Medical Examiner's Office will provide forensic pathologist services on behalf of Brown County's Medical Examiner's Office; and,

WHEREAS, in the absence of a Chief Medical Examiner, the Brown County Medical Examiner staff have experienced an increase in workload in order to meet the needs of Brown, Door and Oconto Counties. Further, Dane County's Director of Operations and his staff have experienced a significant increase in workload by supporting Brown County and Dane County simultaneously; and,

WHEREAS, in order to maintain a fluid workflow and adequately meet the demands of the counties they serve, the Medical Examiner's Office has requested to add a Lead Medicolegal Investigator/Office Manager position and a Deputy Lead Medicolegal Investigator position. Both positions would report directly to the Director of Operations in Dane County; and,

WHEREAS, the Lead Medicolegal Investigator/Office Manager will oversee the day-to-day operations of the Brown County Medical Examiner's Office. This position will be the first point of contact and provide guidance and training to the Deputy Lead Medicolegal Investigator and the Medical Examiner Investigators who serve Brown, Door and Oconto County; and,

WHEREAS, the Deputy Lead Medicolegal Investigator will assist with the day-to-day operations and be responsible for notifying the next of kin, investigating death scenes, preparing death certificates, and testifying in criminal and civil courts cases on the results of investigations; and,

WHEREAS, Human Resources in conjunction with the Medical Examiner's Office recommends, for the above-stated reasons, the reorganization of the Medical Examiner's table of organization by deleting (1.00) FTE Office Manager I position and adding 1.00 FTE Lead Medicolegal Investigator/Office Manager position and 1.00 FTE Deputy Lead Medicolegal Investigator position to the Medical Examiner's table of organization; and,

WHEREAS, a thorough evaluation of the requirements of these positions was performed to determine internal and external equity and it is recommended that the Lead Medicolegal Investigator/Office Manager position be placed in Pay Grade 11 of the Classification and Compensation Plan and the Deputy Lead Medicolegal Investigator be placed in Pay Grade 16 of the Classification and Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, the deletion of (1.00) FTE Office Manager I position, the addition of 1.00 FTE Lead Medicolegal Investigator/Office Manager position and the addition of 1.00 FTE Deputy Lead Medicolegal Investigator position to the Medical Examiner's table of organization.

BE IT FURTHER RESOLVED, that, the Lead Medicolegal Investigator/Office Manager position be placed in Pay Grade 11 of the Classification and Compensation Plan and the Deputy Lead Medicolegal Investigator position be placed in Pay Grade 16 of the Classification and Compensation Plan.

Budget Impact:
Medical Examiner

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Office Manager I	(1.00)	Deletion	\$(36,804)	\$(15,419)	\$(52,223)
Lead Medicolegal Investigator/ Office Manager	1.00	Addition	\$ 54,726	\$ 18,201	\$ 72,927
Deputy Lead Medicolegal Investigator	1.00	Addition	\$ 42,282	\$ 16,236	\$ 58,518
Medical Examiner Investigator(s)		Deletion			\$(79,222)
Annualized Budget Impact					-0-

Funding for these positions was included in the funds budgeted for the Medical Examiner Investigators.

Fiscal Note: This resolution does not require an appropriation from the General Fund. The increase is within the 2016 Medical Examiner Investigators regular earnings line item.

Respectfully submitted,
PUBLIC SAFETY COMMITTEE
EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 05/25/16

Authored by Human Resources
Approved by Corporation Counsel's Office

A motion was made by Supervisor Schadewald and seconded by Supervisor De Wane **“to adopt”**. Voice vote taken. Motion carried unanimously with no abstentions.

ATTACHMENTS TO RESOLUTION 10F
ON THE FOLLOWING PAGES

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRITTANY ZAEHRINGER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: April 20, 2016
REQUEST TO: Public Safety Committee
MEETING DATE: May 4, 2016
REQUEST FROM: Brittany Zaehring
Human Resources Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution
☐ New ordinance ☐ Revision to ordinance

TITLE: Resolution Regarding Reorganization of the Medical Examiner Table of Organization

ISSUE/BACKGROUND INFORMATION:

The Chief Medical Examiner position in the Medical Examiner's table of organization is currently vacant. Brown County entered into an intergovernmental agreement in which the Dane County Medical Examiner's Office will provide forensic pathologist services on behalf of Brown County's Medical Examiner's Office. In the absence of a Chief Medical Examiner, the staff has experienced an increased workload. To maintain a fluid workflow and meet the demands of the counties they serve, a Lead Medicolegal Investigator/Office Manager position and a Deputy Lead Medicolegal Investigator position are needed. These positions would report to the Dane County Director of Operations and oversee the day-to-day operations of the Brown County Medical Examiner's Office.

ACTION REQUESTED:

Delete (1.00) FTE Office Manager I position and add 1.00 FTE Lead Medicolegal Investigator/Office Manager and add 1.00 FTE Deputy Lead Medicolegal Investigator in the Medical Examiners table of organization.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? ☐ Yes ☒ No
 - a. If yes, what is the amount of the impact? \$ _____
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? ☒ Yes ☐ No
 1. If yes, in which account? Funding for these positions was included in the funds budgeted for the Medical Examiner Investigators.
 2. If no, how will the impact be funded?

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

10f

**BROWN COUNTY
POSITION DESCRIPTION**

POSITION TITLE: LEAD MEDICOLEGAL INVESTIGATOR/ OFFICE MANAGER I
REPORTS TO: DIRECTOR OF OPERATIONS (DANE COUNTY)
DEPARTMENT: MEDICAL EXAMINER

JOB SUMMARY LEAD MLI:

Under general supervision of the Director of Operations, the Lead Medicolegal Investigator investigates and reports on the cause and manner of deaths; assists Medicolegal Investigators from Brown, Door, and Oconto Counties with simultaneous calls and cremations examinations and, provides guidance and training to MLI staff in the area of death investigation for cases that fall under the Medical Examiner's Office jurisdiction. Performs a variety of highly responsible, confidential and complex administrative duties for the Director of Operations which affects numerous city, village and county law enforcement and Medicolegal systems; work performed encompasses general office management, the collection of data for special projects, preparation of complex reports and financial documents, and the composition of correspondence.

ESSENTIAL DUTIES:

- Investigates death scenes to determine cause and manner of death in accordance with Wisconsin State Statutes.
- Prepares death certificates, disinterment permits, subpoenas, and other legally binding documents for embalming and cremation.
- Prepares, types, files and distributes various confidential and complex reports, statistics, contracts, plans, proposals, schedules, legal documents, memos, correspondence, etc. via operation of word processing equipment; maintains the confidential nature of client and business information; completes word processing work in an accurate, effective and timely manner.
- Assumes additional administrative responsibilities in absence of the department head such as assigning workload to staff and responding to emergencies.
- Assures compliance with policies and procedures of the Medical Examiner's Office.
- Assists MLI staff with simultaneous calls and cremations investigations.
- Provides guidance and support to the MLI staff in the area of death investigation methodology.
- Assists in training of new and existing MLI staff.
- Relieves Director of Operations of routine administrative details such as preparing and processing purchase requisitions, preparing and processing payroll, maintaining personnel files and checking operating reports for accuracy and conformance to policies and standards; ensures the smooth operation of the day-to-day administrative activities.
- May schedule, assign and monitor work of MLI staff as required during absences; instructs and trains employees in methods and procedures; checks work and provides recommendations regarding employee job performance and hiring of personnel; provides effective feedback and guidance to Medicolegal Investigators to resolve problems in their work.
- Prepares and maintains personnel records regarding schedules, time cards, etc.; verifies employee time cards bi-weekly, submits to the Payroll Office upon approval; distributes payroll checks; maintains accuracy and confidentiality of personnel records.

Revised: 4/25/2016

10f

- Assists in the identification of the decedent by examining the body and the scene of the death.
- Collects and preserves physical evidence in accordance with the established chain of custody procedures.
- Notifies the next of kin personally or in conjunction with law enforcement, judicial agencies or chaplain service.
- Supervises the removal of the body from the scene of death and the transport to the morgue.
- Assists with the identification and disposition of unidentified and unclaimed persons.
- Processes all department billings; assists contractors in resolving billing problems; authorizes vouchers for payment in absence of the department head in accordance with County policies and procedures.
- Assists in the annual budget, annual report and/or bonding plan preparation and distribution; monitors department expenditures; compiles information necessary for budget preparation; ensures information is accurate and completed in a timely manner.
- Organizes and maintains a calendar of appointments, meetings and other events pertaining to the department; ensures calendar is updated with accurate information in a timely manner.
- Establishes and maintains effective working and public relations with various local and state law enforcement agencies, federal officers, county departments and the public.
- Coordinates the seizure, inventory and destruction of prescription medications assuring compliance with existing policies.
- Participates in the creation, education and implementation of new policies and procedures as directed by Medical Staff and the Director of Operations.
- Supports the Director of Operations with the general care, maintenance and inventory of departmental facilities, equipment, and supplies used in the day to day operation of the Department.
- Assists MLI staff with case follow-up as needed to maintain case continuity and case progression.
- Promptly communicates with the Director of Operations regarding successes and concerns of the Department and staff.
- 24/7 On-call availability as coordinated with the Director of Operations.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

- Graduation from high school; any combination of training or experience equivalent to an associate degree in police science, medical technology or related field and experience as a Medicolegal Death Investigator; ABMDI certification is desirable.

Licenses and Certifications:

- Possession of or eligibility for a valid Wisconsin driver's license.

Special Requirements:

- Access to reliable personal motor vehicle transportation; availability to work evenings, weekends and holidays.

Knowledge, Skills and Abilities:

- Considerable knowledge of Chapter 979 as well as other Wisconsin State Statutes concerning the investigation of death, disposition of human remains and property.
- Considerable knowledge of the Open Records statutes and HIPPA.
- Considerable knowledge of causes and manners of death and their manifestations with regard to the body, scene and history.

Revised: 4/25/2016

10f

- Considerable knowledge of investigative techniques, principles, and practices used in the research of cause and manner of death.
- Considerable knowledge of the morphological aspects of the causes of death with special attention to autopsy.
- Working knowledge of medical terminology and medicine as it pertains to death and varying forms of trauma.
- Ability to communicate with survivors of the decedent.
- Ability to establish and maintain effective working relationships with other public agencies and the general public.
- Ability to interpret a death scene, identify items of evidence and assess the condition of the body.
- Ability to take proper photographs of scene, body and evidence for documentation.
- Ability to deploy and use equipment resources held by the Medical Examiner's Office.
- Ability to use standard death investigation tools.
- Ability to physically remove a body from the scene of death and supervise the transport of the body to the morgue insuring the preservation of any trace evidence.
- Ability to secure facts through investigation and inspections and to analyze and interpret these facts effectively.
- Ability to prepare and present accurate, objective, and thorough reports.
- Ability to provide constructive guidance to MLI staff during death investigations.
- Ability to interpret Departmental policies and procedures.
- Ability to respond to calls in a timely fashion.
- Oral and written communication skills.
- Strong organizational skills.
- Strong teaching skills.
- Ability to manage multiple projects simultaneously.
- Ability to work independently, exercise judgement, and effectively utilize authority.
- Knowledge of open records statutes and privileges and exceptions provided by all to ensure confidentiality in distribution of information to outside agencies and individuals.
- Knowledge of accepted bookkeeping, accounting, and budgeting practices and procedures.

PHYSICAL DEMANDS:

- Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds.
- Intermittent walking, sitting and driving; occasional standing up to eight (8) hours.
- Frequent bending, twisting, squatting and reaching.
- Using hand(s)/feet for repetitive single grasping, fine manipulation, pushing and pulling and operating controls.
- Communicating orally in a clear manner.
- Distinguishing sounds at various frequencies and volumes.
- Distinguishing people or objects at varied distances under a variety of light conditions.

This position description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

Revised: 4/25/2016

10f

Planning, Development & Transportation Committee

**No. 10g -- RESOLUTION AUTHORIZING CONVEYANCE OF CERTAIN EXCESS
COUNTY HIGHWAY PROPERTY ON CTY G/GEORGE STREET FROM
BROADWAY STREET TO WISCONSIN STREET IN THE CITY OF DEPERE.**

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, Brown County ("County") owns and operates a county highway system in accordance with Chapter 83 of the Wisconsin Statutes; and

WHEREAS, Section 83.025(1) of said Chapter permits a County Board to make deletions from the County Trunk Highway System with the approval of the Wisconsin Department of Transportation ("WDOT") and the governing body of the city, village or town in which the proposed deletion is located; and

WHEREAS, pursuant to the Brown County/Municipal Agreement for an Urban Type County Highway Improvement Project, entered into on or about February of 2006 and attached hereto as Exhibit "A", the County and the City of De Pere ("City") negotiated a Jurisdictional Transfer whereby, upon the opening of the new bridge referenced therein and the receipt of WDOT approval therefor, the County would delete an approximate 0.06 miles of CTH G ("George Street") – from Broadway Street to Wisconsin Street (hereinafter "Portion") – from the County Trunk Highway System, thereby transferring jurisdiction to the City in accordance with § 83.025(1); and

WHEREAS, upon the opening of said bridge and the October 23, 2008 approval from the WDOT, a copy of which is attached hereto as Exhibit "B", said Portion was removed from the County Trunk Highway System and jurisdictionally transferred to the City, with the County remaining and continuing to remain as the fee simple owner of the Portion's underlying property ("Parcel"), which was acquired exclusively using County funds; and

WHEREAS, the City, as part of a cooperative effort with the County to promote development within its borders, would now like to acquire said Parcel so as to include it as part of a buildable lot, and, as such, has requested that the County execute a quit claim deed, conveying the Parcel to the City, the Parcel of which is legally described as follows:

All that part of Lot 7, Block 19, Original Plat of DePere, described as follows: Beginning at the southwest corner of said Lot 7; Thence east 120 feet; Thence north, 23.5 feet; Thence west 120 feet; Thence south 23.5 feet to the point of beginning, subject to party wall and joint stairway easements of record.

Said parcel contains 0.06 acres, more or less; and

WHEREAS, pursuant to Wis. Stat., § 83.08(4), this matter has been reviewed by the Interim Corporation Counsel and the Interim Highway Commissioner, who recommend that the

Parcel be conveyed as herein requested, since said Parcel is no longer necessary for the County's use for highway purposes.

NOW, THEREFORE, BE IT RESOLVED, by the Brown County Board of Supervisors, that we hereby approve, per Wis. Stat., § 83.08(4), the transfer of the above-described property by means of quit claim deed, from the County to the City of De Pere for the sum of \$1.00, and other good and valuable consideration, and further authorize the Highway Commissioner to execute said quit claim deed in accordance herewith.

Respectfully submitted,
**PLANNING, DEVELOPMENT AND
TRANSPORTATION COMMITTEE**

EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 05/25/16

Final Draft Authored and Approved by Corporation Counsel's Office

Fiscal Note: This resolution does not require an appropriation from the General Fund.

A motion was made by Supervisor Sieber and seconded by Supervisor Dantine "to adopt".
Voice vote taken. Motion carried unanimously with no abstentions.

No. 11a, b -- CLOSED SESSION. Struck from agenda.

(No. 11c, d, e taken out of order after #1 and #10d above.)

No. 12 -- SUCH OTHER MATTERS AS AUTHORIZED BY LAW.

Late Communications

No. 12a -- FROM VICE CHAIR LUND: I WOULD ASK THE EXECUTIVE COMMITTEE TO REVIEW THE PROCESS OF RESIGNATIONS AND SEPARATION OF DEPARTMENT HEADS AND HOW THIS IS COMMUNICATED TO THE COUNTY BOARD.

Referred to Executive Committee.

No. 12b -- FROM SUPERVISOR SCHADEWALD: THIS LETTER IS MY REQUEST FOR CONSIDERATION OF EITHER TEMPORARY AND/OR PERMANENT ARTWORK TO BE DISPLAYED OUTSIDE OF THE VETERANS MEMORIAL ARENA. MY HOPE IS THAT LOCAL ARTISTS CAN SUBMIT APPROPRIATE ARTWORK FOR CONSIDERATION TO DISPLAY.

Referred to Education & Recreation Committee and Veteran's Recognition Committee

No. 12c -- FROM SUPERVISOR DANTINNE: HAVE THE HIGHWAY COMMITTEE REVIEW THE WORK WEEK, OVERTIME PAY AND HOLIDAY PAY FOR HIGHWAY DEPARTMENT EMPLOYEES.

Referred to Planning, Development & Transportation Committee.

No. 12d -- PRESENTED ON BEHALF OF JAMES VANDEN BOOGART BY SUPERVISOR ZIMA: I AM REQUESTING THAT THE ATTACHED DOCUMENT AND THE FULL REPORT REFERENCED THEREIN BE EXAMINED AND DISCUSSED BY THE HUMAN SERVICES COMMITTEE AND THE BOARD OF SUPERVISORS AND THEY TAKE ACTION TO BOTH OFFICIALLY DISMISS CHUA XIONG'S DECISION REGARDING SHIRLEY WIND AND DISCUSS POSSIBLE ACTIONS TO BE TAKEN TO RESOLVE THE ADVERSE HEALTH CONDITIONS AT SHIRLEY WIND, INCLUDING CONSULTING WITH AN APPROPRIATELY QUALIFIED ENVIRONMENTAL ATTORNEY TO EXPLORE POSSIBLE LEGAL SOLUTIONS.

Referred to Human Services Committee.

No. 12e -- PRESENTED ON BEHALF OF STEVE DESLAURIERS BY SUPERVISOR ZIMA: I AM REQUESTING THE HUMAN SERVICE COMMITTEE REVIEW WHY WIND TURBINE COMPLAINTS ARE NOT HANDLED BY THE HEALTH DEPT. AS OTHER HEALTH COMPLAINTS.

Referred to Human Services Committee.

No. 12f -- FROM SUPERVISOR KASTER: REVIEW THE NEW MEDICAL EXAMINER/FORENSIC PATHOLOGIST DEPARTMENT OPERATION AND RELATIONSHIP WITH FUNERAL HOMES – INCLUDE INPUT FROM FUNERAL HOMES.

Referred to Executive Committee.

No. 13 -- Bills over \$5,000 for period ending April 30, 2016.

A motion was made by Supervisor Lefebvre and seconded by Supervisor Becker **“to pay the bills for the period ending April 30, 2016”**.

A motion was then made by Supervisor Evans and seconded by Supervisor Zima **“to refer 4 bills under Corporation Counsel back to Executive Committee for explanation to the County Board”**. Voice vote taken. Per the opinion of the Chair, ayes have it. Motion carried.

A motion was made by Vice Chair Lund and seconded by Supervisor Clancy **“to pay the remainder of the bills for the period ending April 30, 2016”**. Voice vote taken. Motion carried unanimously with no abstentions.

No. 14 -- Closing Roll Call.

Present: Sieber, De Wane, Nicholson, Hoyer, Lefebvre, Erickson, Zima, Evans, Vander Leest, Buckley, Landwehr, Dantine, Brusky, Kaster, Van Dyck, Linssen, Kneiszel, Clancy, Campbell, Moynihan, Blom, Schadewald, Lund, Becker

Excused: Gruszynski, Katers

**No. 15 -- Adjournment to Wednesday, June 15, 2016 at 7:00 p.m., Legislative Room
203, 100 N. Jefferson Street, Green Bay, Wisconsin.**

A motion was made by Supervisor De Wane and seconded by Supervisor Landwehr “**to adjourn to the above date and time**”. Voice vote taken. Motion carried unanimously with no abstentions.

Meeting Adjourned at: 11:21 p.m..

/s/ Sandra L. Juno
SANDRA L. JUNO
Brown County Clerk